



Consolidated Tribal Health Project, Inc.

Substance Abuse Counselor I

Department: Behavioral Health	Reports To: Behavioral Health Director
FLSA Status: Non-Exempt	Pay Grade: \$20.10 - \$28.28
Classification: RFT	Hours of Work: 40
Covered Position: Yes	Approved: 3/13/19

Job Summary

This position provides alcohol and drug abuse services, including: outreach, follow-up and referrals; education, prevention, and counseling to individuals, groups and families in an outpatient setting for the Native American community within guidelines.

Job Duties & Responsibilities

- Patient/client intakes and assessments for alcohol and substance abuse and makes appropriate referrals for services.
- Individual and group counseling, intervention, and crisis services using culturally and therapeutically appropriate methods.
- Appropriate documentation for services rendered (e.g., client file, treatment plan, progress notes, program summary, statistics, and necessary reports).
- Assist in finding residential treatment facilities for clients and helps with paperwork and other preparation for getting into treatment.
- Provide substance abuse & alcohol prevention education information to clients and the tribal community.
- May serve as member of agency crisis back-up system.
- Serve as a liaison with non-Native community social service agencies, courts, probation/parole and medical facilities to promote culturally appropriate services for Native Americans.
- May assist with transporting clients to referred services, as needed.
- Assist in developing community resources for preventive mental health services.
- Attend pertinent training to maintain and/or elevate substance abuse awareness and understanding.
- Visits with clients in Jail/Juvenile hall to determine whether residential treatment is appropriate.
- Perform other duties as assigned.

Minimum Qualifications (Education & Experience)

- High school diploma or equivalent.
- One (1) year experience providing of experience providing professional substance abuse counseling treatment services.
- Earned a minimum of 12 college credits related to alcohol and/or drug studies, human services, or related field.
- Current certification in State Approved Alcohol and Other Drugs (AOD) approved certifying organization.
- Proof of valid driver license, with a clean driving record.
- Current CPR/First Aid, or ability to obtain within three months of date of hire.

- A combination of experience, education, and training may substitute for degree requirements on a year for year basis.

Preferred Qualifications (Education & Experience)

- Associates degree in human services or related field.
- Three (3) years of experience providing substance abuse intervention, prevention, treatment, and counseling, and educational services in behavioral health, psychiatric, or social service systems.
- Indian Preference applies to all Consolidated Tribal Health Project (CTHP) positions in accordance with CTHP Policy and applicable federal law.

Necessary Knowledge, Skills, and Abilities

- Maintains knowledge of counseling field and trends, along with methods and techniques of individual, group, and family counseling.
- Knowledgeable of local county, state, and federal guidelines and laws affecting substance abuse prevention programs, including Medi-Cal.
- Knowledge of local, state, and federal resources.
- Strong understanding and sensitivity to American Indian/Tribal culture and lifestyle, working effectively with American Indian/Alaska Native populations.
- Effective oral and written communications skills with sensitivity to lifestyles of targeted participants.
- Skills in operating personal computer using a variety of computer software.
- Ability to establish and maintain cooperative working relationships with management, coworkers, and outside contacts.
- Ability to maintain strict confidentiality and comply with all applicable federal and tribal privacy laws, as well as CTHP policy (HIPAA, HITECH, etc.).
- Ability to learn and apply program/agency operating policies and procedures.
- Ability to manage multiple priorities and tasks concurrently and meet deadlines.
- Ability to work independently as well as with teams.

Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and/or sit. The employee is occasionally required to walk; sit and climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision and depth perception. The noise level in the work environment is usually average.

Conditions of Hire

- In accordance with CTHP policy, all employment at CTHP is "at will" and based on mutual consent. This means that the employee or CTHP may terminate employment at any time and for any reason with or without notice. No term of employment is expressed or implied for this "at-will" position.
- May be required to possess and maintain a valid driver license or capable of obtaining one; as well as be insurable by CTHP's company insurance.
- CTHP complies with the Drug-Free Workplace Act of 1988, whereby employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of drugs or alcohol, and must pass a pre-employment and subsequent random drug and alcohol screening to be eligible for and maintain employment.
- CTHP has several positions which must comply with the P.L. 101-630 Indian Child Protection and Family Violence Protection Act (ICPA); all employment offers in the "covered" classification are conditional until CTHP has received a Federal criminal background check verifying eligibility to work in these programs.
- Due to providing healthcare services, employees are subject to an annual TB screen and flu shot, should an employee opt to not take the flu shot they will be required to wear a face mask during flu season. Covid-19 vaccine and booster are required. See Covid-19 policy.

This Job Description describes the essential duties and qualifications. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job; management has the exclusive right to alter or add to this job description at any time without notice. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional duties as assigned.

Employee Printed Name

Employee Signature

Date

Supervisor Printed Name

Supervisor Signature

Date