

# JOB ANNOUNCEMENT

Position: Certified Alcohol and Drug Counselor  
Program: Behavioral Health / Tribal Health  
Account Code: 20-3000-9038-23-6000  
Supervisor: Clinical Supervisor / Director  
Salary Range: \$61,734.40-\$68,057.60 (Grade 26-28, Step 1)  
Classification: Exempt  
Location: Owyhee, Nevada

**OPENS: December 14, 2022**

**CLOSES: Open Until Filled**

**SPECIFICATIONS:** All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

**The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.**

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

**THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135**

## **SPECIAL CONSIDERATIONS:**

Because of the sensitive and trusted nature of this position, this individual will be subject to initial, for cause, and random drug/alcohol testing and a thorough background check. This individual works in situations requiring mental alertness and in the course of their employment, regularly comes into contact with youth. This person operates Tribal vehicles and/or equipment in the course of their employment.

## **JOB SUMMARY:**

Under the direct supervision of the Clinical Supervisor / Director, the incumbent as a member of the Behavioral Health Department, is responsible for the monitoring of activities in accordance to policies set forth by the Behavioral Health Substance Use Disorder Program. The incumbent provides education and awareness, prevention, counseling and aftercare to the at-risk population in the community. Incumbent will assist in providing program direction and assistance.

## **DUTIES & RESPONSIBILITIES:**

1. Responsible for providing a variety of services to clients and their families, including screening, assessment/evaluation, individual and group counseling, client education, treatment planning, crisis intervention, consultation, case management, referral to other resources and assisting clients in the utilization for federal, state, local and private resources.
2. Complete clinical documentation as established by organizational and departmental policy and procedures.
3. Develop data and justification for program element to include resources requirements, priorities and needs for professional and technical services.
4. Present such aspects to the Director as inputs and recommendations to solicit support and/or to obtain commitments for action.
5. Analyze situations and conditions to identify problems, trends and demands for alcohol and substance abuse treatment and aftercare services.
6. Incumbent will assist in the promotion of performance improvement and the Behavioral Health Department mission.
7. Initiate and/or participate in appropriate quality assurance projects and activities to meet the program and organization goals and objectives.
8. Participate in appropriate organization, department and community meetings and committees for the purposes of planning, education, prevention, etc.
9. Perform other duties as assigned.

## **EDUCATION AND WORK EXPERIENCE REQUIRED:**

1. Possess and maintain current, active Alcohol and Drug Counselor certification or licensure by a State, National, or other recognized certification board.
2. Cognizant of confidentiality requirements in accordance with local, State and Federal Regulations, including CFR42.

3. If in recovery, demonstrate a period of abstinence from substance use disorder.
4. Pass a background check.
5. Have valid Drivers License.

### **SELECTIVE PLACEMENT FACTORS:**

Demonstrate competency in the utilization/implementation of:

1. The Global Criteria of the Twelve Core Function of the Substance Abuse Counselor established by the International Certification Reciprocity Consortium (ICRC).
2. The current version of the Diagnostic Statistical Manual Substance Related Disorders. Incumbent must have understanding of diagnostic categories, criterion and course specifiers.
3. The American Society of Addiction Medicine (ASAM) adult and adolescent Client Placement Criteria 2R (PPC 2R).
4. Standardized screening and assessment tools for substance use disorders and mental health.
5. Have an understanding of harm reduction concept, including MAT.

### **SUPERVISORY CONTROL:**

Works under the supervision of the Clinical Supervisor / Director. Incumbent must be able to function independently with limited technical consultation. Incumbent must be capable of making independent professional judgment and recommendations for substance use disorder services as outlined in the job description and for special clientele. Work is reviewed from an overall standpoint in terms of adequacy in providing services and meeting program requirements, performance standards and desired results.

### **COMPLEXITY:**

Position is complex consisting of consistent, day to day decision making processes involving client care, planning, quality assurance activities and evaluation. Incumbent will be involved in program development and management along with supervision of staff including work direction, goal/objective setting, work monitoring and program/service evaluation and improvement. Priority focus of the position will be day-to-day substance use disorder services to the identified population.

### **OTHER FACTORS INFLUENCING POSITION:**

1. Maintains limited knowledge of Medicare, Medicaid, and other third federal, state and local resources.

2. Develops and maintains thorough knowledge of referral resources throughout the service area.
3. Maintains accurate and timely records, including clinical and progress notes, according to department policy.
4. Maintains up-to-date knowledge of field by participating in continuing education activities.
5. Provides positive customer relations in dealing with client, families, physicians, fellow department employees, other hospital departments, referral resources, service agencies, and others.
6. In order to perform the duties and responsibilities of this position, the incumbent may be required to drive government vehicles. Therefore, the incumbent is required to meet the requirements of vehicle use policy.
7. Personality traits required include good judgment, flexibility, imagination, patience, realistic optimism, integrity, perseverance, and ability to establish and maintain positive relationships with Native American people, professional staff, and the community.

**WORK ENVIRONMENT:**

Work environment is professional in nature. Incumbent will be in an office setting, public service and will provide services to both the organization and community. Physical activity will be at a minimum.