

## **Re-Advertised JOB ANNOUNCEMENT**

POSITION: **Substance Abuse Counselor/Clinical Supervisor**  
SALARY: **Grade: 31; \$33.32 per hour**  
Department: **Behavioral Health**  
Division: **Tribal Health Administration**  
Supervisor: **Director of Behavioral Health**  
BUDGET LINE ITEM: **3000-120-6000**  
Classification: **Non-Exempt**  
LOCATION: **Owyhee, Nevada**

**OPENS: December 13, 2018**

**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 Behavioral Health Director/LMSW 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 Abuse Program. The incumbent provides Substance Abuse clinical supervision, education and awareness, prevention, counseling and aftercare to the at-risk population in the community. Incumbent will assist in providing substance abuse program direction and assistance. Although the primary role is to provide Substance Abuse Services the incumbent may provide some Mental Health counseling as needed.

### **DUTIES AND RESPONSIBILITIES:**

1. To provide clinical supervision to substance abuse counselors. This will include:  
1) Reviewing files for documentation, treatment plan and aftercare competency and, 2) perform peer review.
2. Incumbent is responsible for providing a variety of services to patients/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, mental health counseling, and assisting clients in the utilization for federal, state, local and private resources.
3. To ensure the Substance abuse program is in compliance with all applicable federal, state and local policies, standards, rules, regulations, and audits, such as CMS, NV SAPTA, OPTUM Idaho and Accreditation.
4. To assist in developing baseline for the purpose of program evaluation, improvements, service priorities, technical assistance and possible grant applications.
5. Present such aspects to the Director of Behavioral Health as inputs and recommendations to solicit support and/or to obtain commitments for action. 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 and participation of Quality Assurance and Performance Improvement activities to achieve the mission of the Behavioral Health Department.

7. Participate in appropriate organization, department and community meetings and committees for the purposes of planning, education, prevention, etc.
8. Performs other duties as assigned.

**EDUCATION AND WORK EXPERIENCE REQUIRED:**

1. Master's Degree in Social Work, Psychology, Clinical Psychology.
2. Two years of current work experience in mental health, social work or psychology.
3. Nevada or Idaho State Certification as an LCPC, LPC, LMFT, LCSW.
4. Clinical Substance Abuse Counselor or Substance Abuse Counselor License.
5. Must be billable and reimbursable for commercial insurances and medical assistance.
6. Incumbent must be able to pass a background check.
7. Must have valid Idaho or Nevada State Driver's 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 Diagnostic Statistical Manual 5 (DSM 5) Substance Related Disorders. Incumbent must have understanding of diagnostic categories, criterion and course specifiers.
3. The American Society of Addiction Medicine (ASAM) Criteria – Treatment Criteria for Addictive, Substance-Related and Co-Occurring Conditions.
4. Standardized screening and assessment tools for substance abuse.

**SUPERVISORY CONTROL:**

Works under the supervision of the Behavioral Health 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 abuse services as outlined in the job description and for special clientele. Work is reviewed from and 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 patient care, planning, quality assurance activities and evaluation. Incumbent

will be involved in program development and management. The incumbent will be part of the department's delegation of authority. Incumbent will assist in work direction, goal/objective setting, work monitoring and program/service evaluation and improvement. Priority focus of the position will be day to day substance abuse services to the identified population.

**OTHER FACTORS INFLUENCING POSITION:**

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

Develops and maintains thorough knowledge of referral resources throughout the service area.

Maintains accurate and timely records, including clinical and progress notes, according to department policy.

Maintains up-to-date knowledge of field by participating in continuing education activities.

Provides positive customer relations in dealing with patient, families, physicians, fellow department employees, other hospital departments, referral resources, service agencies, and others.

In order to perform the duties and responsibilities of this position, the incumbent is required to drive government vehicles. Therefore the incumbent is required to meet the requirements of vehicle use policy.

Personality traits required include good judgment, flexibility, imagination, patience, realistic optimism, perseverance, and ability to establish and maintain positive relationships with Native American people and other professional staff.

**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.