

JOB ANNOUNCEMENT

POSITION: Substance Abuse Counselor
SALARY: Grade: 25-30 (\$25.78-\$32.59) DOE
SUPERVISOR: Director of Behavioral Health
DEPARTMENT: Behavioral Health
DIVISION: Tribal Health Administration
CLASSIFICATION: Non-Exempt
LOCATION: Owyhee Community Health Facility, Owyhee, Nevada

OPENS: January 5, 2022

CLOSES: January 20, 2022

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, the Substance Abuse Counselor is subject to initial, for cause, and random drug/alcohol testing and a thorough background check. This individual works in patient situations requiring mental alertness and in the course of their employment, regularly comes into contact with children and seniors. 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 the incumbent as a member of the Behavioral Health Department is responsible for the monitoring of community/prevention activities in accordance to policies set forth by the Substance Abuse Program. The incumbent provides substance abuse prevention, counseling and aftercare to the at-risk population in the community.

MAJOR DUTIES AND RESPONSIBILITIES:

1. This position serves as the Substance Abuse Counselor for the Owyhee Community Health Facility with the responsibility for the development of professional standards of service, promoting efficient practice and coordination of substance abuse services in accordance with the current policy and procedures.
2. Responsible for providing a variety of services to patients/clients and their families, including prevention, screening, evaluation, supportive counseling (group and individual), substance abuse education, referrals to other resources and assisting clients in the utilization of federal, state, local and private resources. Performs other duties as assigned.
3. Develops data and justification for program element to include resources requirements, priorities and needs for professional and technical services. Presents 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 aftercare services. Must be familiar with information management programs such as: the Electronic Health Record (EHR) and the Resource Patient Management System (RPMS). Will assist in the promotion of performance improvement and the Behavioral Health mission.
4. Develop and distribute approved material to community groups such as schools, Head Start, Senior Citizens, etc.
5. Assist staff with follow-up and aftercare.
6. Comply and adhere to all HIPAA, confidentiality and privacy act regulations.
7. Incumbent will perform other related duties as assigned.

Education and Work Experience Required:

1. Must possess a current state license or certification as an Alcohol and Drug Counselor.
2. Must meet Qualified Mental Health Associate education and professional work experience.

- Must have a Bachelor's Degree (preferred) from an accredited college or university in Psychology, Sociology, Social Work or other accepted degree OR an Associate's Degree in Psychology, Sociology, Social Work or other Accepted Degree. If degree is not an Accepted Degree, must have 15 to 30 credits in Human Services classes.
 - Must have four (4) years of specialized experience.
3. Must be able to pass a background check.
 4. Must be computer literate; Electronic Health Record (EHR), Substance abuse applications and tools, data collection and abstraction.
 5. Must have a valid 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 specifics.
3. The American Society of Addiction Medicine (ASAM) Adult and Adolescent Treatment Criteria for Addictive, Substance Related, and Co-Occurring Conditions.
4. Standardized screening and assessment tools for substance abuse.

SUPERVISORY CONTROL: The incumbent is under the general direction of the Behavioral Health Director. Position is a non-supervisory position unless delegated. Expectations are to perform responsibilities and duties with minimum supervision. Experience and qualifications are conditions of employment which allows for full competency to perform the Substance Abuse Counselor responsibilities. Reports prepared by the incumbent are reviewed for completion, soundness of conclusions and for adherence to established policies, procedures and scope of work.

OTHER SIGNIFICANT FACTORS: Incumbent must demonstrate the skills and ability to apply the required understanding, knowledge, interpretation and application of the scope of work identified in this advertisement. Significant Factors such as 1) Applicable laws, rules and regulations, 2) policies, procedures, standards, plans, process flows, graphs; 3) organization structure, communication; 4) health care operations; 5) verbal and written communication; 6) data aggregation and analyzing; 7) HIPAA.

GUIDELINES: Incumbent must possess basic knowledge of missions, organizations, programs and requirements of health care delivery systems in general and the ability acquire information on the unique characteristics of the particular system served.

Incumbent must adhere to federal, state, tribal and organizational policies, procedures, laws and ordinances.

COMPLEXITY:

Incumbent must recognize the different functions of various disciplines and groups in the health care delivery system and ability to communicate effectively with each in order to gather information, present recommendations and coordinate services.

Incumbent must understand how health care data can assist organizations with decision making, establishing goals and objectives and determine the appropriate course of action and make organizational improvements to health care and practices. Understanding the principle of changing data to usable information through abstraction, aggregation, analyzing and application.

In order to accomplish the duties and responsibilities of this position, the incumbent is required to drive government vehicles. Therefore, the incumbent is required to maintain a valid motor vehicle operator's license.

Physical Demands:

The work requires occasional walking bending and standing when conducting related duties.

Work Environment:

The work is performed in a professional office setting.

HIPAA Privacy Act- (Significant Facts): The Privacy Act of 1974 mandates that the incumbent shall maintain complete confidentiality of all administrative, medical and personnel records and all other pertinent information that comes to his/her attention or knowledge. The Privacy Act carries both civil and criminal penalties for unlawful disclosure of records. Violations of such confidentiality shall be cause for adverse action.