

## POSITION DESCRIPTION

**Title:** Certified Substance Abuse Counselor I

**Reports To:** Substance Abuse Program Director

**Location:** Happy Camp Community

**Salary:** \$14.00 to \$17.00 per hour, depending on experience

**Classification:** Full Time, Regular, Non Exempt, Non Entry Level

**Summary:** The mission of the Karuk Tribe's Substance Abuse Program is *"to provide culturally sensitive services to Native Americans and their families as well as other people living in the communities we serve."* The Certified Substance Abuse Counselor shall be responsible for providing a full range of drug/alcohol treatment, prevention and aftercare recovery services for clients and their families as needed. The Counselor shall identify trends, problems, and needs for service in the Karuk communities and shall collect and analyze data for organizational improvement. The Counselor shall carry out their duties with professional and personal integrity while being a team member, providing continuity of care in compliance with JCAHO/AAAH standards.

### Responsibilities:

1. Shall be familiar with assessment tools including but not limited to ASI and SASSI.
2. Shall be able to write appropriate treatment plans that are congruent with assessments.
3. Shall be familiar with DSM IV drug/alcohol criteria.
4. Shall be willing to obtain certification to facilitate domestic violence batterers groups.
5. Shall provide individual, family, and group counseling.
6. Shall prepare clear, concise, and comprehensive caseload records and make sound recommendations on the basis of such information as well as organize and manage a caseload.
7. Shall provide advocacy services on behalf of the client to obtain needed services, retain personal objectivity, and deliver crisis intervention services as needed.
8. Shall coordinate prevention activities for individuals, families, and youth and develop and maintain cooperative, constructive relationships with Tribal clients, their families, and members of other professional disciplines, social agencies, and the Karuk Tribal Health Program.
9. Shall provide referrals to appropriate community services.

10. Shall allow for and provide access to alternative drug/alcohol treatment such as traditional practices.
11. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
12. Other job related duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.
5. If applicable, must be in recovery and have two years of documented time clean and sober.

**Requirements:**

1. Must have completed a Chemical Dependency Studies Program and/or have at least 24 college units in psychology, or substance abuse education.
2. Must have, at a minimum, one year experience in providing substance abuse counseling services.
3. Must be a minimum of a Level I Certified Substance Abuse Counselor with IACC, CAC, or CDC.
4. Must have the desire and ability to work and communicate effectively with Native Americans in a culturally diverse environment.
5. Must adhere to professional standards and code of ethics.
6. Must be willing and able to respect the rules of confidentiality.
7. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
8. Must have a positive mental attitude and be able to deal with stressful and unpleasant situations without losing composure.
9. Must provide documentation of immunity to measles or become immunized with the recommended vaccine and Hepatitis B Vaccine. Must test annual for TB.
10. Must adhere to an investigation of character including a check of fingerprint files of the Federal Bureau of Investigation. Applicant must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any offense under Federal, State or Tribal law involving crimes requiring

California PC Section 290 registration or any offense involving a child victim. Applicant must not have been convicted of a drug felony within the previous five years.

11. Must successfully pass a pre-employment drug and alcohol screening test.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Council Approved: March 19, 2008**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_