

TOIYABE INDIAN HEALTH PROJECT, INC.

POSITION DESCRIPTION

POSITION: Substance Abuse Counselor I / II

SALARY RANGE: TSS 9 / 10

WORK STATION: Bishop Family Services

SUPERVISOR: Family Services Director

NON-EXEMPT

QUALIFICATIONS:

1. Substance Abuse Counselor I must possess two year of college education and/or two years experience in the field of substance abuse counseling or human services field.
2. Substance Abuse Counselor II must be certified by the Indian Alcohol Commission of California (IACC) or California Association of Alcohol and Drug Abuse Counselors (CAADAC) or equivalent certifying body.
3. If not IACC or CAADAC certified, willing to complete coursework, training and certification for IACC/CAADAC as soon as possible after hire.
4. Must maintain a drug and alcohol free lifestyle.
5. Submit to a pre-employment drug screen and physical examination.
6. Must clear the required fingerprint process.
7. Proficient knowledge of twelve-step programs and process.
8. Ability to maintain professional confidentiality.
9. CPR certified or certified within three months of hire.
10. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs and socio-economic needs of the Indian community.
11. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473).

DUTIES & RESPONSIBILITIES:

1. Participate in on-site training which shall enhance professional skills and all other training as assigned.
2. Assume responsibility for, and provide direct substance abuse counseling services to, American Indian individuals, families, groups and communities under the supervision of the Family Services Director.
3. Participate in weekly case reviews.
4. Supply such reporting and statistical data as required by the Family Services Director and/or the case supervisor.

5. Under the supervision of the Family Services Director (or designee) provide a wide range of community intervention activities including drug and alcohol outreach services, domestic violence and sexual assault education, child abuse intervention and other community wellness topics.
6. Perform home visits, clinic encounters and client advocacy as necessary to meet the therapeutic needs of the client.
7. Digest assigned and recommended reading as mandated by the case supervisor.
8. Operate as a member of a community health provision team along with doctors, nurses and other counselors.
9. Periodically provide community substance abuse presentations.
10. Implement and/or organize traditionally based substance abuse activities.
11. Provide substance abuse services ensuring the highest standards of ethics and competence in care.
12. Perform other training and job related activities as directed by the Family Services Director.