**CHER-AE HEIGHTS INDIAN COMMUNITY**

**OF THE TRINIDAD RANCHERIA**Job Description

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| **Job Title: Department: Reports To: FLSA Status: Prepared By: Prepared Date: Approved By:** | Substance Abuse Counselor  Tribal Programs  Tribal Programs Director  Exempt Employee  Megan Siaosi  8/8/2019  Chief Executive Officer |

**Summary**

The Substance Abuse Counselor will provide a support system for tribal members who suffer from drug and alcohol addictions, eating disorders and other behavioral issues. It will be the responsibility of the Substance Abuse Counselor to demonstrate knowledge in native culture, sensitivity to cultural healing practices, and actively incorporate culture relevance into their work.

**RESPONSIBILITIES AND DUTIES**

1. Conduct screening interviews to determine the need for a drug and alcohol assessment and for emergent care services in the specific areas of detoxification, prenatal care, and psychiatric care.
2. Conduct confidential, quality assessments, that are culturally responsive and trauma-informed to evaluate the health and substance abuse issues of tribal members clients.
3. Provide clinical consultation to referral resources, human services agencies, mentors, family members, and others to help support tribal members clients in their recovery.
4. Work closely with tribal members to engage them in the decision-making process and help them understand the benefits of assessment and accessing the appropriate level of care.
5. Collect and review referral information and consult with others as needed to support coordination of services.
6. Collect information from collateral resources to aid in determining diagnosis and the need for treatment.
7. Based on assessments, make referrals to the most appropriate programs and agencies in an

effort to help tribal members access the right level of care to best meet their treatment needs.

1. Establish aftercare plans that meet the long-term need of tribal member clients.
2. Monitor access to and involvement with treatment and other providers to help address

barriers to treatment and the recovery process; follow up with tribal member clients within seven days of referral to assess process and tribal member satisfaction with adjusting to the program.

1. Model and support health and wellness activities and healthy coping skills for tribal member clients.
2. Provide transportation for tribal member clients to intake and other appointments as needed.
3. Work cooperatively with the legal system to ensure coordination of services including Court appearances when appropriate.
4. Maintain working knowledge of other drug and alcohol treatment agencies and programs and a list of resources that can be shared with tribal member clients.
5. Remain in compliance with internal and external policies, procedures, regulations, and standards.
6. Participate in all assigned meetings, staff development, and training as required by Tribal Programs Director.
7. Identify issues and create goals and treatment plans.
8. Meet with family members and provide guidance and support.
9. Provide updates and progress reports to Social Services Manager and courts as needed.
10. Provide tools to teach coping mechanisms.
11. Teach individuals how to modify their behavior with the intention of full recovery and reentry into the community.

**QUALIFICATIONS**

1. Demonstrated ability to work effectively with Native American people in culturally diverse environments.
2. Ability to support the Tribe’s mission and demonstrate sensitivity to cultural diversity.
3. Ability to manage time well and maintain strong organizational skills.
4. Displays the ability to establish and maintain harmonious working relationships with other employees and the community.
5. Must have excellent written and verbal communication skills.
6. Proficiency with computers and Microsoft Office or similar programs.

**EDUCATION AND EXPERIANCE**

1. Master’s degree in Social Work, Counseling, or related field (LCSW, LSW, or LPC preferred).
2. At least one year of clinical experience in an alcohol or other drugs (AOD) or mental health setting.
3. Must have a valid California Driver’s License and be insurable through the Tribe’s insurance plan.
4. Must have familiarity with Child Welfare Practices.
5. Must adhere to confidentiality and HIPAA policies.
6. Must complete background check, submit to fingerprints, consent to criminal history record check, and submit a separate application for suitability.
7. Native American preference.

**WORKING CONDITIONS**

Physical Abilities: Dexterity of hands and fingers to operate a computer terminal and other office equipment; sitting or standing for extended periods of time; bending at the waist; speaking and hearing to exchange information; moderate lifting (15-45 pounds); carrying, pushing or pulling; and reaching overhead, above the shoulders, and horizontally.

**ALCOHOL AND DRUG FREE WORKPLACE:**

All employees and potential employees are required to submit to pre-employment and random drug and alcohol tests in accordance with the Tribal Alcohol-Free Workplace Policy.