

**CHER-AE HEIGHTS INDIAN COMMUNITY
OF THE TRINIDAD RANCHERIA**
Job Description

Job Title: Substance Use Disorder Counselor
Department: Social Services / Victim Services
Reports To: Social Services Director
FLSA Status: FT, Exempt
Prepared By: Social Services Director
Prepared Date: Revised 05/26/2025
Approved By: Chief Executive Officer
Approved Date: 06/09/2025

POSITION SUMMARY

Under the general supervision of the Social Services Director, the Substance Abuse Counselor will work one-on-one and in groups with clients to provide support and help them overcome substance use dependency. Trinidad Rancheria Social Services is committed to providing services to our community in a trauma informed and culturally responsive way. It will be the responsibility of the Substance Abuse Counselor to demonstrate knowledge in native culture, sensitivity to cultural healing practices, and actively incorporate cultural relevance into their work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conduct intake interviews to determine the eligibility to participate in the SUD Victim Services program.
- Conduct confidential, quality assessments that are culturally responsive and trauma-informed to evaluate the health and substance abuse needs of clients.
- Collect information from collateral resources to aid in determining diagnosis and the need for treatment.
- Develop and implement an appropriate service plan for each client.
- Maintain timely and accurate case records and documentation in accordance with program policies.
- Provide clinical consultation to referral resources, human services agencies, mentors, family members, and others to help support clients in their recovery.
- Collect and review referral information and consult with others as needed to support coordination of services.
- Based on assessments, make referrals to the most appropriate programs and agencies in an effort to help clients access the right level of care to best meet their treatment needs.
- Establish aftercare plans that meet the long-term need of clients.
- Assist clients in addressing barriers to treatment and the recovery process.
- Model and support health and wellness activities and healthy coping skills for clients.
- May provide transportation for clients to SUD related appointments.

- Maintain working knowledge of other drug and alcohol treatment agencies and programs and a list of resources that can be shared with clients.
- Remain in compliance with internal and external policies, procedures, regulations, and standards.
- Participate in all assigned meetings, staff development, and training as required by the Social Services Director.
- Provide updates and progress reports to Social Services Director and courts as needed.
- Provide tools to teach culturally relevant coping skills.
- Assist in the implementation of all departmental program activities.
- Perform outreach activities in the community, including but not limited to distribution of informational materials, information booths at community events, meetings with other community members, public presentations, and participation in vigils.
- Maintain data to assist with grant reporting.
- Other duties as assigned.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies

- **Analytical** - Synthesizes information; collects and researches data; uses intuition and experience to complement workflow procedures.
- **Problem-Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem-solving situations; uses reason even when dealing with emotional topics.
- **Communication** - Effectively communicates information to diverse audiences.
- **Project Management** - Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages team activities.
- **Decision-making** - Displays willingness to make decisions; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Planning/Organizing** - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.
- **Professionalism** - Approaches others in a tactful manner; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments; works well with a team and independently.
- **Adaptability** - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- Bachelor of Arts degree in a related field preferred.
- Maintain certification as SUD Counselor from one of California's Drug and Alcohol Counselor certification programs. Qualifying certifications include Certified Alcohol and Drug Counselor (CADC); California SUD Counselor Certification (CADTP), International Certified Alcohol and Drug Counselor (ICADC); Licensed Advanced Alcohol and Drug Counselor; Substance Use Disorder Certified Counselor.
- At least two years of one on one clinical experience in an Alcohol or Other Drugs (AOD) or mental health setting.
- Clinical experience in leading group sessions.
- Experience working in Native American communities preferred

Ability to:

- Work effectively with Native American People in culturally diverse environments.
- Adhere to Confidentiality and HIPAA policies
- Demonstrate proficiency with computers and Microsoft Office or similar programs.
- Demonstrate strong written and verbal communication skills.
- Manage time well and maintain strong organizational skills
- Work under stressful conditions with an even temperament.
- Plan, organize and implement outreach programs that optimize participation.
- Establish and maintain harmonious working relationships with other employees and the community.
- Follow procedures, develop and document new procedures, and provide training and instruction to others.
- Support the Tribe's mission and demonstrate sensitivity to cultural diversity.
- Provide tempered, thoughtful, and constructive feedback and possess a willingness to receive feedback from others.

Other Qualifications and Working Conditions

- Must possess a valid California Driver's License and be insurable under Tribal Insurance Policy.
- Must pass pre-employment drug and alcohol screening, including THC.
- Must pass Tribal background check.
- Must submit to fingerprints, consent to criminal history record check, and submit a separate application for suitability.

- Required to report any violation of a criminal statute within one working day of the charge or conviction to immediate supervisor.
- Must be able to travel 10% of the time.
- Indian Preference for qualified applicants.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is occasionally required to stand; walk. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Ability to operate a motor vehicle to attend meetings, trainings, and possible client visits or transportation. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels and controlled temperature conditions, and will semi-frequently work in the field with exposure to road hazards while driving. Employees may encounter upset staff, Tribal members, and/or clients in during interactions related to their job.

Signature_____ Date_____