



TRIBAL PERSONNEL DEPARTMENT

JOB TITLE: AODA Counselor (Friday-Monday)
SUPERVISOR: Clinical Director
LOCATION: Gookomis Endaad (CBRF)
POST DATE: December 17, 2018
CLOSING DATE: Open until filled

General Description: The primary responsibility of this position is provide confidential and respectful counseling and supportive services to residents, their family members, and the community through individual and group sessions, which will assist in reducing problems related to the use of alcohol and other drugs.

Qualifications: Bachelors in Human Development required. CSAC or CSAS certification required.

Salary: \$20.00-\$22.00 per hour/ Dependent upon qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be requested via phone or email and are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: AODA Counselor (Friday – Monday)

B. DEPARTMENT: Gookomis Endaad (CBRF)

C. SUPERVISOR'S TITLE: Clinical Director

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is provide confidential and respectful counseling and supportive services to residents, their family members, and the community through individual and group sessions, which will assist in reducing problems related to the use of alcohol and other drugs. Specific duties include but are not limited to:

1. Complete and maintain accurate records in Intergy (electronic health records) or reports regarding the residents' histories and progress, services provided, or other required information in a timely manner.
2. Coordinate efforts as part of the treatment team that includes a behavioral health counselor, psychiatric nurse practitioner and social worker.
3. Counsel residents, individually or in group sessions, to assist in overcoming dependencies, adjusting to life or making changes.
4. Interview residents, review records, and confer with other professionals to evaluate individuals' mental and physical condition and to determine their suitability for participation in specific programs.
5. Develop resident treatment plans based on research, clinical experience, and resident histories.
6. Review and evaluate residents' progress in relation to measurable goals described in treatment and care plans.
7. Intervene as an advocate for residents to resolve emergency problems in crisis situations.
8. Coordinate counseling efforts with recovery coaches, mental health professionals or other health professionals, such as doctors, nurses, or social workers.
9. Modify treatment plans to comply with changes in resident status.
10. Attend training sessions to increase knowledge and skills.
11. Participate in case conferences or staff meetings.
12. Provide residents or family members with information about addiction issues and about available services or programs, making appropriate referrals when necessary.
13. Conduct chemical dependency program orientation sessions.
14. Coordinate activities with courts, probation officers, community services, or other post-treatment agencies.

15. Train new staff members regarding the AODA Counselors' role and supporting therapeutic strategies.
16. Act as liaisons between residents and medical staff.
17. Plan or implement follow-up or aftercare programs for residents to be discharged from the treatment program.
18. Assess individuals' degree of drug dependency by collecting and analyzing urine samples.
19. Instruct others in program methods, procedures, or functions.
20. Counsel family members to assist them in understanding, dealing with, and supporting residents.
21. May confer with family members or others close to residents to keep them informed of treatment planning and progress.
22. Follow progress of discharged residents who participate in aftercare programs to determine effectiveness of treatments.
23. Develop, implement, or evaluate public education, prevention, or health promotion programs, working in collaboration with organizations, institutions, or communities.
24. Other related duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Frequent contact with residents, Recovery coaches, House manager, Peacekeeper, other Mental Health, Physical Health providers and Clinical Director
2. **External:** Frequent contact with residents and family members, and outside resources to coordinate necessary services.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Clinical Director

H. EDUCATION: Bachelor's in Human development required. CSAC or CSAS certification required.

I. EXPERIENCE: Minimum of three years' experience providing assessment and treatment services in a state certified AODA facility or private practice. Minimum of two years of continuous sobriety if a recovering person.

J. SKILLS:

1. **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
2. **Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.
3. **Speaking** — Talking to others to convey information effectively.

4. **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
5. **Service Orientation** — Actively looking for ways to help people.
6. **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
7. **Monitoring** — Monitoring/Assessing performance of self, other individuals, or organizations to make improvements or take corrective action.
8. **Writing** — Communicating effectively in writing to provide appropriate and accurate documentation.
9. **Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
10. **Learning Strategies** — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
11. **Systems Evaluation** — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
12. **Negotiation** — Bringing others together and trying to reconcile differences.
13. **Time Management** — Managing one's own time and the time of others.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Work is done primarily in an office setting with frequent contact with others in what may be a volatile situation. Travel may be required.
2. **Exposure to Hazards:** Potential for exposure to disease and infections.
3. **Physical Requirements:** Requires sitting, standing, walking, bending, and light lifting.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the AODA Counselor to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, consultants, providers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and will be subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test and TB test prior to commencing employment and random testing thereafter. Must have a valid driver's license and insurance. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

Tribal Administrator **Date**

Manager **Date**

HR Director **Date**

Employee **Date**