



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: AODA COUNSELOR
SUPERVISOR: AODA Clinical Supervisor
LOCATION: Family Resource Center
POST DATE: January 5, 2018
CLOSING DATE: January 19, 2018

General Description: Provide confidential and respectful services to clients, their close family members, and the community which will assist in reducing problems related to the use of alcohol and other drugs and problem gambling.

Qualifications: Bachelor degree in Human development or related field preferred. Current certification in the state of Wisconsin as CADCI. Minimum of three years' experience providing assessment and treatment services in a state certified AODA facility. Valid Wisconsin driver's license and liability insurance is required.

Salary: Negotiable 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 located via website www.ldftribe.com 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

B. DEPARTMENT: Family Resource Center

C. SUPERVISOR'S TITLE: AODA Clinical Supervisor

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to provide confidential and respectful services to clients, their close family members, and the community which will assist in reducing problems related to the use of alcohol and other drugs and problem gambling. Specific duties include but are not limited to:

1. Attend all relevant meetings and training to coordinate program services.
2. Provide community education on AODA and gambling issues.
3. Facilitate the development and maintenance of community support groups.
4. Maintain a confidential client record keeping system and provide reports as required.
5. Other related duties as assigned by supervisor.

E. POSITION RELATIONSHIPS:

1. **Internal:** Frequent contact with clients and AODA clinical supervisor
2. **External:** Frequent contact with clients family members, and outside resources to coordinate necessary services.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: AODA Clinical Supervisor

H. EDUCATION: Bachelors in Human Development preferred. CADCI certification required.

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

J. SKILLS:

- 1) Proficiency in individual and group alcohol and drug abuse counseling.
- 2) Skill in problem gambling counseling or a willingness to be trained in this field.
- 3) Willingness and ability to travel and work flexible hours if needed.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Work is done primarily in an office setting
2. **Exposure to Hazards:** none

3. **Physical Requirements:** Requires sitting, standing, walking, bending and some light lifting.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the AODA to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers 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 subject to disciplinary action.

M. OTHER: Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description for compliance of the Indian Child Protection Act and Family Violence Act. 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. SIGNATURE:

Tribal Administrator

Date