



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Mental Health Counselor (2)**
SUPERVISOR: **Director of Family Resource Center**
LOCATION: **Family Resource Center**
POST DATE: **December 26, 2019**
CLOSING DATE: **Open until filled.**

General Description: The primary responsibility of this position will be to provide counseling services to the clients seen at the Family Resource Center in Lac du Flambeau, WI. Successful candidate must be able to bill for medical assistance and other third-party insurances. Experience in working with Native Americans preferred.

Qualifications: Master's degree in the Mental Health field or related area from an accredited college or university.

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: Mental Health Counselor/Therapist

B. DEPARTMENT: Family Resource Center

C. SUPERVISOR'S TITLE: Family Resource Center Director

D. DESCRIPTION OF DUTIES: Provide Mental Health Counseling/Therapy services to community members with strong focus on working with children and families. Supervision provided by Family Resource Center Director. Specific responsibilities include, but are not limited to the following:

1. Provide direct therapy services to children and families, individuals, couples and groups.
2. Provide clinical assessments, diagnostic evaluations, psychotherapy, client advocacy and crisis intervention.
3. Maintain a confidential client record keeping system in accordance with program and state guidelines.
4. Coordinate and facilitate mental health services with area schools, medical facilities social services agencies and other professional agencies.
5. Provide outreach services to area schools, agencies and make home visits as needed.
6. Maintain a professional and cooperative relationship with all programs involved with providing services to the tribal community.
7. Provide coordinated services team (CST) approach to client families.
8. Attend intake, supervision, case management weekly meeting and other meetings as requested.
9. Provide mental health reports and client lists to Family Resource Center Director.
10. Participate in continuing educational opportunities, which promote which promote personal and professional growth.
11. Perform other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Heavy frequent contact with outreach services, schools, agencies, and other social service agencies.
2. **External:** Frequent contact with children, families, individuals, couples, and groups.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Operates independently with supervision received from FRC Director.

H. EDUCATION: Master's degree in psychology, social work or related, also licensed/certified by the State of Wisconsin, and be able to bill for medical assistances and other third-party insurances.

I. EXPERIENCE: Providing assessment and treatment services in a mental health program, with strong skills in working with children and families, also working with Native American individuals and families.

J. SKILLS:

Basic knowledge of chemical dependency and effects on children and families.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Work primarily in an office setting, but may be required to leave the office occasionally to meet with clients, families, and other professionals in meeting the responsibilities of this position.
2. **Exposure to Hazards:** None
3. **Physical Requirements:** Requires standing, sitting, 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 Mental Health Counselor/Therapist 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. Willingness and ability to travel and work flexible hours including evening hours. 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: