THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOH0729757**	DATE POSTED:	**01/12/15**
POSITION NO:	**947539**	CLOSING DATE:	**01/26/15**
POSITION TITLE:	**Senior Substance Abuse Counselor**		
DEPARTMENT NAME / WORKSITE:	**DOH/Department of Behavioral Health Services/Ft. Defiance, AZ**		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB60A
WORK HOURS:	8:00 am - 5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 28,600.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 13.75	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under clinical supervision will provide counseling and/or group therapy and information on the types of counseling techniques and/or traditional healing modes; determines appropriate healing process; performs case management related activities; prepares clinical related reports, admission, discharge and aftercare summaries; provide patient activity reports; conducts assessment related interviews related to patient's total life health which includes physical, emotional, mental and spiritual being.

Consultants with clinicians, faith based and traditional personnel and other professional service providers regarding patient care; explains treatment to patient; provides therapeutic support to patients and their families; arranges for transportation for patients and their families; prepares progress reports; participates in faith based/traditional activities related to the patient's treatment; participates in case staffing.

Responsible for maintenance of continuum of care and follow up patient progress; may conduct or assist with prevention education to schools, families, and communities; participates in resource networking; works closely with resources in Clinical Utilization Review meetings; conducts and participates in community prevention and mobilization activities; attends meetings, trainings, seminars, and conferences; perform patient intake, screening and orientation activities.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Chemical Dependency, Behavioral Health, Counseling or related field; and two (2) years experience providing psychosocial clinical services to patients with substance abuse.

Preferred Qualifications:

- Two (2) years of experience providing clinical services that involves substance abuse disorders.
- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- Must possess a valid State or National Counseling License (minimum of an intern level) in Chemical Addiction.
- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of the 12 core functions of counseling substance abuse patients; knowledge of the principles and practices of the counseling profession; knowledge of traditional behavioral techniques used in diagnosing patient problems; knowledge of social and legal issues involved in substance abuse; knowledge of applicable Navajo Nation, federal, state and local laws statutes, ordinances, rules, regulations, policies and procedures.

Skill in establishing and maintaining confidential records; skill in selecting appropriate counseling methods such as traditional healing therapy, psychotherapy, family therapy, etc.; skill in communicating effectively in both oral and written form; skill in interacting with clients from various social, economic, cultural, spiritual, and psychological backgrounds; and skill in developing and implementing therapeutic techniques for substance abuse patients.

<<A favorable background investigation is required>>

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.