

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: <u>DOH07214977</u>	DATE POSTED: <u>03/15/18</u>	
POSITION NO: <u>947525</u>	CLOSING DATE: <u>04/25/18</u>	
POSITION TITLE: <u>Principal Substance Abuse Counselor</u>		
DEPARTMENT NAME / WORKSITE: <u>NDOH/Department of Behavioral Health Services, Gallup, NM</u>		
WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AI65A-F</u>
WORK HOURS: <u>8am-5pm</u>	PART TIME: <input type="checkbox"/>	\$ <u>*DOE</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	\$ <u>*DOE</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	<u>(\$44,720.00-\$50,065.60)</u>

**DUTIES AND RESPONSIBILITIES:**

Determines appropriate counseling techniques such as traditional healing therapy, psychotherapy, group therapy, family therapy, etc. to meet the treatment and prognostic needs of patient; implements appropriate treatment modalities to help patient and family work toward a healthy functioning family; establishes with patient immediate and long-term goals, objectives and procedures.

Monitors patient care through case management principles; provides appropriate crisis intervention; maintains case records in accordance with substance abuse and mental health standards; maintains written documentation of treatment activities.

Arranges transportation for patient and their families to residential treatment centers; participates in case consultation with clinical/medical staff; promotes patient advocacy to appropriate resources based on the needs of the patient; participates in Clinical Utilization Review meetings and other case staffing; attends meetings and trainings.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Chemical Dependency, Behavioral Health, Counseling or related field; and two (2) years of clinical counseling experience.

**Special Requirements:**

- A favorable background investigation.
- Must possess a valid State or National Counseling License in Chemical Addiction (LADAC/LISAC or comparable).
- 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.

Ability to use computers (familiarity with clinical software usage).

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