

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

REQUISITION NO: DGS0513060

Date Posted: 03/28/11

POSITION NO: 287650

Closing Date: 04/08/11

CLASS CODE: 3801

POSITION TITLE: Senior Counselor

DEPARTMENT NAME: DGS/Employee Assistance Program - Insurance Services Department

DEPARTMENT NO: 51 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R650A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8:00 AM - 5:00 PM

Temporary:

Duration: \_\_\_\_\_ \$ 41,516.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 19.96 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Provide assistance and counseling services to employees (or family members) who may be experiencing personal or job related problems, involving, but not limited to: alcohol and/or drug abuse, marital, or family problems, financial, legal, gambling, emotional and/or other forms of counseling; provide limited counseling services to employees and their families to cope with specific problems identified by assessment and making referrals to treatment or external professional counseling facilities. Coordinate aftercare programs for employees discharged from treatment facilities. Monitor and evaluate services provided to employees from treatment and counseling facilities. Assist and train supervisor in identifying problems commonly associated with declining performance. Maintain and update treatment centers.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

Graduate from college with bachelor's degree in Psychology, Behavioral Science, Social Work, Guidance and Counseling, or related field.

**Experience:**

(3)years of experience in Employee Assistance, Counseling, Social Work or related human services work; or an equivalent combination of training and experience which provides the capabilities to perform the described duties.

**(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)**

**Special Knowledge, Skills and Abilities:**

Considerable knowledge of theories, principles and practices of guidance and counseling on a one-to-one basis or in a group setting; ability to relate to employees, ability to establish and maintain effective work relationships with employees and health care providers; ability to prepare comprehensive reports.

**License/Certification Requirements:**

**Must possess a Valid State Drivers License within 90 days obtain Navajo Nation Tribal Permit.**

**VETERANS' PREFERENCE APPLIES**

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

*Revised: 1-15-99*