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

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| REQUISITION NO: | **DOH07212178** | DATE POSTED: | **07/05/16** |
| POSITION NO: | **948028** | CLOSING DATE: | **08/01/16** |
| POSITION TITLE: | **Principal Substance Abuse Counselor** | | |
| DEPARTMENT NAME / WORKSITE: | **DOH/Department of Behavioral Health Services/Page, AZ** | | |

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| WORK DAYS: | Monday-Friday | REGULAR FULL TIME: | ☑ | | GRADE/STEP: | AB65A-F |
| WORK HOURS: | 40 | PART TIME: | ☐ | NO. OF HRS./WK.: | $ *DOE | PER ANNUM |
| | | SEASONAL: | ☐ | DURATION : | $ *DOE | PER HOUR |
| | | TEMPORARY: | ☐ | | | |

**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

**Special Requirements:**

- A favorable background investigation. ***(If selected for the position, tribal, federal and state background checks must be completed prior to employment at the applicant's expense.)***
- 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).

**<<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.***