

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

REQUISITION NO: DOH07216061 DATE POSTED: 08/23/18  
POSITION NO: 944834 CLOSING DATE: 11/30/18  
POSITION TITLE: Principal Substance Abuse Counselor (S)  
DEPARTMENT NAME / WORKSITE: NDOH/Division of Behavioral and Mental Health Services, Dilkon, AZ  
WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: AI65A-F  
WORK HOURS: 80 PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ \*DOE PER ANNUM  
SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ \*DOE PER HOUR  
NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_ (\$44,720.00 - \$50,065.60)

**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.**