

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

REQUISITION NO: DOH0724937

Date Posted: 11/13/06

POSITION NO: 941562

Closing Date: **OUF**

CLASS CODE: 3731

POSITION TITLE: **SENIOR SUBSTANCE ABUSE COUNSELOR**

DEPARTMENT NAME: Department of Behavioral Health Services

DEPARTMENT NO: 72 WORKSITE LOCATION: Kayenta, Arizona (OTC)

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N600A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 80 hrs.

Temporary:

Duration: \_\_\_\_\_ \$ 26,020.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 12.51 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Provides 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; develops treatment plans; prepares clinical reports, admission, discharge and aftercare summaries; provides constant evaluation of treatment plan; provide patient activity reports; conducts comprehensive assessment interviews related to patient's total life health which includes physical, emotional, mental and spiritual being.

Consults with clinical personnel, Traditional Practitioner and other professional patient treatment service providers regarding patient care; explains treatment plant to patient; provides therapeutic support to patient and their families; arranges for transportation for patient and their families to residential treatment centers; prepares progress reports; works with Traditional Practitioner on patient treatment plan; participates in traditional diagnosis and healing ceremonies; participates in case staffing.

Responsible for maintenance of continuum of care and follow up patient progress; conducts chemical addiction prevention education to schools, families and communities; participates in resource networking; works closely with medical, legal and other health/human resources in Clinical Utilization Review meetings; conducts and participates in community prevention and mobilization activities; attends meetings, training, seminars and conferences; performs patient intake, screening and orientation activities.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

An Associate's degree in Chemical Dependency, Behavioral Health, Counseling or related field; and

**\*To receive full credit for education/training applicant must submit copies of college transcripts, certificates, diplomas, etc.\***

**Experience:**

two (2) years experience providing psychosocial clinical services to patients with substance abuse issues; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

**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 resources available in rehabilitation programs; knowledge of social and legal issues involved in substance abuse; knowlegde 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 conducting group therapy classes for substance abuse patients; skill in communicating effectively in both oral and written form; skill in interacting with clients from various social, economic, cultural, spiritual and psychological backgrounds; skill in developing and implementing therapeutic techniques for substance abuse patients.

Ability to use computers.

**License/Certification Requirements:**

Must possess a valid State or National Counseling License in Chemical Addiction.

**"VETERANS' PREFERENCE APPLIES"**

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