

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

REQUISITION NO: DOH0728220

Date Posted: 10/22/13

POSITION NO: 941886

Closing Date: 11/18/13

CLASS CODE: 3730

POSITION TITLE: PRINCIPAL SUBSTANCE ABUSE COUNSELOR

DEPARTMENT NAME: Department of Behavioral Health Services - Navajo Regional Behavioral Health Center

DEPARTMENT NO: 72 WORKSITE LOCATION: Shiprock, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: Y65A - Y65F

Days: Monday - Friday

Permanent:

SALARY:

Hours: 40 hrs.

Temporary:

Duration: \_\_\_\_\_ \$ \*DOE Per Annum

Part-Time:

No. of Hrs/Wk: \_\_\_\_\_ \$ \*DOE Per Hour

**DUTIES AND RESPONSIBILITIES:**

**\$20.56/hr to \$23.70/hr**

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:**

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

***\*To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the 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.

**License/Certification Requirements:**

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

**\*\*Position requires background check and suitability assessment prior to employment\*\***

**VETERANS' PREFERENCE APPLIES**

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

**REVISED: 01/15/99**