

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0724256
POSITION NO: 946543
CLASS CODE: 3802

Date Posted: 11/07/11
Closing Date: 11/21/11

POSITION TITLE: COUNSELOR
DEPARTMENT NAME: Department of Behavioral Health Services

DEPARTMENT NO: 72 WORKSITE LOCATION: Kaibeto, AZ

WORKS DAYS/HOURS: POSITIONS TYPE: GRADE: R62A

Days: Monday - Friday

Hours: 80 hrs.

Permanent:

Temporary:

Part-Time:

Duration: _____ \$ 32,073.60 Per Annum

No. of Hrs/Wk: 40 \$ 15.42 Per Hour

DUTIES AND RESPONSIBILITIES:

Provides and promotes accessibility to Faith-based pastoral counseling and healing services; provides orientation and develops partnerships between treatment providers and faith based organizations; manages a caseload of clients records, ensuring strict confidentiality of all client records; implements and updates progress reports on each client and distributes reports to all concerned parties; documents and updates direct services provided to client (e.g. intake, eligibility, duration, completion of treatment and direct service payments).

Develops and implements treatment modalities to measure the success rate in rendering direct services to clients; maintains case files in accordance with applicable program guidelines, policies and procedures; conducts counseling sessions with client; conducts assessment and treatment/training planning to improve the quality of life of the client; reviews outcomes with the individual and documents the assessment; identifies and utilizes appropriate services for each client; coordinates with external service providers; coordinates client aftercare with the faith based organization to monitor progress and development of spiritual values with clients.

Assists with the transition of client into clinical treatment/training facilities; identifies the religious preference of the client by determining the type of counseling preferred; makes presentations and provides in-service training to faith-based organizations, counselors and staff member promoting the faith-based program and services at agencies and communities; provides assistance in areas of outreach, recruitment, and program orientation; identifies the needs of the client; organize a plan and develop strategies for the faith-based initiative program; attends meetings, training and conferences.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Sociology, Social Work, Psychology, Psychiatry, 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 direct services; or an equivalent combination of education, training and experience that 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 different modalities utilized by the Nation in treating clients; knowledge of the principles and practices of treatment programs; knowledge of the assessment procedures utilized by the Nation; knowledge of case management practices in the Nation's treatment programs; knowledge of resources in the community that can be utilized in various treatment/training plans.

Skill in evaluating the current situation of a patient and reporting observed results; skill in analyzing data and drawing valid conclusions; skill in interacting with individuals who come into contact during the course of the workday; skill in recording vital data necessary to provide documentation of a case; skill in indentifying needs of patients and appropriate remedies.

License/Certification Requirements:

Must possess a Valid State Driver's License (**PREFERRED**)

Must pass a Fingerprint Clearance and Background Check.

VETERANS' PREFERENCE APPLIES

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