

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

|                             |   |                    |                                     |                  |                          |
|-----------------------------|---|--------------------|-------------------------------------|------------------|--------------------------|
| REQUISITION NO:             | <u>DOH07212981</u>  | DATE POSTED:       | <u>12/15/16</u>                     |                  |                          |
| POSITION NO:                | <u>944133</u>   | CLOSING DATE:      | <u>OUF</u>                          |                  |                          |
| POSITION TITLE:             | <u>Principal Substance Abuse Counselor (S)</u>                    |                    |                                     |                  |                          |
| DEPARTMENT NAME / WORKSITE: | <u>DOH/Department of Behavioral Health Services/Tuba City, AZ</u> |                    |                                     |                  |                          |
| WORK DAYS:                  | <u>Monday-Friday</u>  | REGULAR FULL TIME: | <input checked="" type="checkbox"/> | GRADE/STEP:      | <u>AB65A-F</u>           |
| WORK HOURS:                 | <u>40</u>   | PART TIME:         | <input type="checkbox"/>            | NO. OF HRS./WK.: | <u>\$ *DOE</u> PER ANNUM |
|                             |   | SEASONAL:          | <input type="checkbox"/>            | DURATION :       | <u>\$ *DOE</u> PER HOUR  |
|                             |   | TEMPORARY:         | <input type="checkbox"/>            |                  |                          |

**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 is required.
- 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.**