

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

REQUISITION NO: DOH0728997

DATE POSTED: 07/28/14

POSITION NO: 947539

CLOSING DATE: 08/08/14

POSITION TITLE: Senior Substance Abuse Counselor

DEPARTMENT NAME / WORKSITE: DOH/Department of Behavioral Health Services/Ft. Defiance, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: Y60A

WORK HOURS: 8:00 am-5:00 pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 27,768.00 PER ANNUM

SEASONAL:  DURATION : \_\_\_\_\_ \$ 13.35 PER HOUR

TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Under clinical supervision will provide 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 related activities; prepares clinical related reports, admission, discharge and aftercare summaries; provide patient activity reports; conducts assessment related interviews related to patient's total life health which includes physical, emotional, mental and spiritual being.

Consults with clinicians, faith based and traditional personnel and other professional service providers regarding patient care; explains treatment to patient; provides therapeutic support to patient and their families; arranges for transportation for patient and their families; prepares progress reports; participates in faith based/traditional activities related to the patients treatment; participates in case staffing.

Responsible for maintenance of continuum of care and follow up patient progress; may conducts or assist with prevention education to schools, families and communities; participates in resource networking; works closely with 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, Experience and Training)**

**Minimum Qualifications:**

- An Associate's degree in Chemical Dependency, Behavioral Health, Counseling or related field; and two (2) years experience providing psychosocial clinical services to patients with substance abuse.

**Preferred Qualifications:**

- Two (2) years of experience providing clinical services that involves substance abuse disorders.
- Proficient in Microsoft Office software or other computer applications.

**Special Requirements:**

- Possess a valid State or National Counseling License (minimum of an intern level) in Chemical Addiction.
- Possess a valid state driver's license.
- A favorable background investigation.

***(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 resources available in behavioral health programs; 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 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 for electronic patient records.

***<<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.***