

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

REQUISITION NO: DGS05110897

DATE POSTED: 10/19/15

POSITION NO: 243285

CLOSING DATE: 10/30/15

POSITION TITLE: COUNSELOR

DEPARTMENT NAME / WORKSITE: Navajo Nation Employee Benefits Program / Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: AB62A

WORK HOURS: 8am to 5pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 34,028.80 PER ANNUM

SEASONAL:  DURATION : \_\_\_\_\_ \$ 16.36 PER HOUR

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

**DUTIES AND RESPONSIBILITIES:**

Counselor will conduct counseling services to employees to help address work related problems that may affect their job performance such as stress, workplace conflicts, substance abuse and dealing with family situations or personal financial issues. Conduct evaluations of the client to determine the levels of care needed and if necessary coordinate referrals to a treatment facility for further counseling. Responsible for maintaining case files on all clients that will include treatment plans to be reviewed with the clients to help manage their progress. Counselor will ensure complete confidence in keeping protected files of cases including clinical notes, referrals, reports to the immediate supervisor. Provide trainings, orientations and attending meetings at all levels to help address the needs of employees and to support the efforts of Employee Assistance Program and Employee Benefits Program.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- Associates Degree in Sociology, Social Work, Psychology, Human Services or related field and two (2) years experience in providing social work and/or counseling services.

**Preferred Qualifications:**

- Proficient in Microsoft Office software or other computer applications.
- Certified to train in assigned areas.

**Special Requirements:**

- Possess a valid state driver's license.
- A favorable background investigation is required.

***(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 principles and practices of treatment programs, and the client assessment procedures including case management practices used in the Nations treatment programs. Ability to analyze and evaluate clients using different treatment modalities. Skilled in applying judgment in the release of confidential information. Ability to write business correspondence, ability to present information and respond to questions from clients, customers, carriers and claimants. Ability to organize and prioritize work. Work independently with limited supervision. Professional telephone skills. Familiarity and ability to operate PC in Window Environment. Strong written and verbal communication skills.

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