

SENIOR SUBSTANCE ABUSE COUNSELOR

DEFINITION: Under general supervision, performs paraprofessional counseling work of moderate difficulty enabling patients to regain mental, emotional, physical and spiritual health; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Provides 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; develops treatment plans; prepares clinical reports, admission, discharge and aftercare summaries; provides constant evaluation of treatment plan; provide patient activity reports; conducts comprehensive assessment interviews related to patient's total life health which includes physical, emotional, mental and spiritual being.

Consults with clinical personnel, Traditional Practitioner and other professional patient treatment service providers regarding patient care; explains treatment plan to patient; provides therapeutic support to patient and their families; arranges for transportation for patient and their families to residential treatment centers; prepares progress reports; works with Traditional Practitioner on patient treatment plan; participates in traditional diagnosis and healing ceremonies; participates in case staffing.

Responsible for maintenance of continuum of care and follow up patient progress; conducts chemical addiction prevention education to schools, families and communities; participates in resource networking; works closely with medical, legal and other health/human 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.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

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 rehabilitation 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.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves minimum physical effort interacting with clients in an office setting.

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MINIMUM QUALIFICATIONS:

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

Special Requirements:

- Possess a valid State or National Counseling Certificate or License in Chemical Addiction.
- Possess a valid state driver's license.
- A favorable background investigation.

PREFERRED QUALIFICATIONS:

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

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

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.