

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:

Performs intake and screening activities; informs patient of admission procedures, obtains information needed to determine eligibility for admission into a treatment modality; establishes and monitors case records; provides comprehensive orientation to the patient on program operations, patient obligations, rules of treatment program, program policies, the basic framework to the continuum of care, outpatient and residential placement; performs patient admission and release activities from treatment center;

Participates in case staffing; co-facilitates with other Counselors and/or Traditional Practitioner in wellness, recreational and art therapy sessions; participates in community prevention activities such as health fairs, health promotions/disease prevention, red ribbon activities, wellness activities, and any other activities promoting total life health; maintains a substance-free environment; engages primary prevention activities using information technology systems.

Provides patient treatment status to referring agency; provides public relations activities by disseminating program information of services and/or resources available; assists Traditional Practitioner in Navajo ceremonial rites and healing ceremonies; transports patient and family to and from residential treatment facilities; attends educational seminars and training, conference and meetings.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the principles and practices of the counseling profession.

Knowledge of different counseling programs in the Navajo Nation.

Knowledge of current substance abuse trends within specific client population.

Skill in establishing and maintaining confidential records.

Skill in communicating effectively in both oral and written form.

Skill in interacting with clients from various social, economic, cultural, spiritual, and psychological backgrounds.

Ability to use computers.

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

MINIMUM QUALIFICATIONS:

- A high school diploma/GED; and six (6) months of experience providing chemical addiction counseling services to patients with substance abuse issues; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.

THE NAVAJO NATION

Class Code: 3732
Community Education and Counseling Series
Substance Abuse Counselor Group0
Overtime Code: Non-Exempt
Pay Grade: 56

SUBSTANCE ABUSE COUNSELOR

PREFERRED QUALIFICATIONS:

- One (1) year of substance abuse counseling experience.
- 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.