



THE NAVAJO NATION  
DEPARTMENT OF PERSONNEL MANAGEMENT  
JOB VACANCY ANNOUNCEMENT FORM



***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. The Navajo Nation gives preference to eligible and qualified applicants in accordance with the Navajo preference in Employment Act and Veterans preference.***

**POSITION TITLE:** *Principal Substance Abuse Counselor (8 Positions)*

**REQUISITION NO:** **DOH07220654**

**DATE POSTED:** 02/25/2021

**POSITION NO:** 943278

**CLOSING DATE:** **09/30/2025**

**DEPARTMENT:** Behavioral & Mental Health Svcs

**EMPLOYMENT TYPE:** Regular Full Time

**WORKSITE:** Shiprock, NM

**EMPLOYMENT DURATION (TEMP):**

**WORK DAYS:** Monday-Friday

**GRADE/STEP:** CE65

**WORK HOURS:** 40 hrs/week

**ANNUALLY:** \$53,849.52

**SENSITIVE:** Yes

**HOURLY:** \$25.79

### **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; or an equivalent combination of education and experience.

#### **SPECIAL REQUIREMENTS:**

- Must possess a valid State Counseling License in Chemical Addiction.
- Possess a valid state driver's license.

#### **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).

#### **ADDITIONAL INFORMATION APPLICANT SHOULD KNOW:**

