



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
karenj@spiritlakenation.com

Job Title:	Licensed Addiction Counselor	Open Date:	September 10, 2013
SLT Program:	Tribal Health	Close Date:	Until Filled

Position Summary: This position organizationally falls under the Spirit Lake Nation Recovery & Wellness Administrator who in turn reports to the Health Director-Planner of the Spirit Lake Tribe of North Dakota. This individual has the responsibility for the provision of substance abuse counseling, screening, intake, assessments, treatment planning, group family sessions, case management and crisis intervention. In general, this individual provides counseling services, develops and administers a Treatment Plan or Plan of Care directed to the individualized needs of those individuals who present and qualify for services. This individual will maintain open communications with other Tribal Health agencies, Tribal Court, Tribal and County Social Services agencies and other organizations or agencies as may be required.

Job Responsibilities:

- Duties performed at all levels include: Complete screenings and evaluations utilizing appropriate assessment tools.
- Make recommendations of diagnosis and treatment, development of treatment plans in collaboration with the client.
- Conduct individual, family, and group treatment assessments, and referrals, when indicated, administers and interprets psychological and substance abuse tests/assessments in order to diagnose disorders and formulate treatment plans.
- Provide aftercare, outreach and crisis/emergency interventions, coordinate case management and referral services, maintain client records to meet licensure standards and participate in staffing.
- This position assists in identifying the health needs of the community to be services and the creation and facilitation of programs and services to address those deficiencies.
- Assists and may conduct staff training, in-service as required by state/federal certification standards this includes providing annual training to staff, community, health system, and other entities through workshops and health fairs. Topics may be varied but may include: Domestic Violence, Anger Management, and Family Parenting and Relapse.
- Maintains a caseload of a minimum of 65 contacts per month or 780 contacts per year. May be required to provide transportation.
- Develops and aids in the implementation of new treatment programs under the supervision of the SLN Recovery & Wellness Program Administrator.
- Follows SLN Recovery & Wellness program, Spirit Lake Health Department and Spirit Lake Nation Policy and Procedures.
- Maintains case records that are legible and completed in a timely manner (includes treatment plans and related signatures). This also includes the peer reviews and audits of client records.
- Ensures that the clinical documentation regarding patients/clients is kept secure and confidential and maintained consistent with Spirit Lake Tribal Health Department Policy and Procedures or as may be guided by the Indian Health Service (applicable) policy and procedures.

- Maintains compliance with all grants and contracts. Maintain compliance with all Plans as represented by Risk Management, Infection Control, etc.
- Maintain documentation of all encounter utilizing DSM, ICD-9 or 10 and CPT codes for data management systems as may be required by discipline.
- Conducts self in a professional manner and maintains strict client confidentiality, regular and timely attendance, participation in all staff meetings.
- Other duties as assigned by the Health Director-Planner

Qualifications, Knowledge, Skills, and Abilities:

- Bachelor's Degree in Addiction Studies or a closely related social science or health care field (ex: psychology, social work, criminal justice, mental health counseling, nursing, and occupational therapy) including 32 credit hours in addiction studies. (Level 1)
- Meet all academic requirements (N.D. Admin. Code 4.5-02.1-01-03) Completion of 1400 board-approved clinical training program.
- North Dakota Board of Addiction Counseling, Board Approved Training Programs, Licensure in good standing in the State of North Dakota, No restrictions.
- Minimum 1 year working in Tribal or other underserved communities and populations.
- Certifications in HIPPA, First Aid, and CPR, if not current, will be current within three months of date of hire or employment.
- Level II Addiction Counselor II: Individuals at this level of work generally provide addiction treatment services for a more complex caseload with minimal supervision. Requires current licensure as a Addiction Counselor by the North Dakota Board of Addiction Counseling Examiners and two yrs. experience in a private or public facility. A Master's degree may substitute for one year of the experience requirement.
- Level III Addiction Counselor III: Individuals at this level of work generally coordinate administrative duties of a program and provide clinical supervision to counselors, trainees, and interns in addition to providing addiction treatment services to clients.
- Must have excellent communication skills, both verbally and written. Must have excellent Leadership skills. **Ability to maintain confidentiality with regard to all phases of the job duties.**
- A broad-based quality range of knowledge acquired through professional experience in the field of counseling. Proven skill and ability in the areas of treatment, prevention assessment, diagnostics and consultation. Must be amenable to a constantly shifting work environment and work schedules with high stress levels related to the implementation and delivery of services.
- Must possess and maintain a current, active and unrestricted North Dakota driver's license throughout the course of employment, insurable under SLT driving policy.
- Ability to work under pressure and maintain personal composure, evaluates situations and act/react appropriately, and use tact in dealing with staff, visitors, patients/clients and difficult situations.
- Ability to work independently in isolation, in private homes, which may be difficult to access with access roads difficult to traverse in varying weather conditions.
- The employee must also multi-task, and interact with a wider variety of people on various and, at times, complicated and diverse issues.

- Adhere to all professional and ethical behavior standards of the healthcare and social service industry, must be compliant with HIPPA.
- Work independently and as a team member, consistently demonstrating professionalism, courtesy, efficiency, excellent internal and external customer service skills, high ethical standards and behavior that contribute to harmonious relationships.
- Meet or exceed the performance standards as set out by the organization or direct supervisor.
- Must comply with all Spirit Lake Tribe Health Department Policy and Procedures, also with the Spirit Lake Tribe Employees Policy and Procedures Handbook.
- Possess cultural awareness and sensitivity, willingness to learn new skills and participate in training sessions, including maintaining of CEU's.
- Follow all safety rules and procedures for the work area, perform related duties and responsibilities as assigned by the Governing Body
- The Spirit Lake Tribe will perform background checks and screening. The Spirit Lake Tribe maintains an "at will" policy of employment.

Job Location:	Recovery & Wellness Building	Company Industry:	Spirit Lake Tribe Health Department
Job Role:	Licensed Addiction Counselor		
Employment Status:	Full- time 40 + hours weekly	Reports to:	SLN Recovery & Wellness Program Manager
Monthly Salary Range:	Negotiable/DOQ	Manages Others:	no
Number of Vacancies:	One	Other:	N/A

You can pick up a more detailed job description in the Human Resource Dept. for this job position.

Please Send Application to:

Name:	Spirit Lake Tribe Human Resource Department	Email:	ndemarce@spiritlakenation.com or normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272

Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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