



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

**Job Title:**

**Licensed Addiction Counselor**

**Open Date:**

**April 24, 2017**

**Position Objective:**

**Major Duties & Responsibilities**

- Client assessments and diagnosis.
- Complete Treatment plans that clearly identify short or long-term goals, methods and intervention.
- Complete Treatment plans reviews to reassess the client's progress in treatment.
- Utilize the results of all assessments to develop an individualized treatment plan.
- Document progress, lack of progress and significant changes in the client's cases.
- Provide referrals to address needs that cannot be met by the program.
- Maintain knowledge of new developments in the field of substance abuse program.
- Selects and recommends new instructional motives and programs for us in the substance abuse program.
- Facilitates educational presentations, group counseling and individual counseling session.
- Participates in related training for substance abuse.
- Community Education on Substance Abuse and establishment of support groups.
- Outreach services to program clients.
- Attend yearly training on Confidentiality Regulations as it relates to HIPPA, 42 CFR Part 2 and HIV.
- Performs duties as assigned.

**Qualifications, Experience and education required:**

- Evidence of commitment to ongoing personal and professional development.
- Must possess a Bachelor's degree in Addiction Counseling or related field and be Licensed as an Addiction Counselor through the State of North Dakota licensing board.
- Must have 1 to 3 years work experience in the alcohol and drug treatment field.
- Training in addictions, knowledge of the principles, concepts and methodology needed to perform and/or direct duties associated with the treatment and prevention of addictive illness.
- Excellent presentation in representation of position of the Spirit Lake Tribe.
- Possess a strong background in leadership skills and human skills.

- Must abide by SLN Recovery & Wellness Confidentiality policy and sign the agreement.
- Must abide by the Professional Code of Ethics.
- Basic understanding of and ability to operate and enter data into the intranet and internet.
- Valid driver's license and proof of liability insurance is required.
- Must have current CPR, AED and First Aid Certification.
- Will be required to have an updated annual check-up.
- Required to participate in workshops such as, Universal Precautions, Ergonomics training, stress management, HIPPA training, and other Tribal Health mandatory trainings.
- Individual must have a minimum of two years sobriety and remain alcohol and drug free. Employees are subject to a drug test prior to employment and random drug testing during employment.
- Indian preference preferred and experience in working with Native Americans.

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|------------------------------|---------------------|------------------------|---------------------------|
| <b>Job Role:</b>             | Addiction Counselor | <b>Department:</b>     | Recovery and Wellness     |
|                              |                     | <b>Closing Date:</b>   | Open until filled         |
| <b>Employment Status:</b>    | Full-Time           | <b>Supervision:</b>    | Recovery Program Director |
| <b>Monthly Salary Range:</b> | DOQ                 | <b>Manages Others:</b> | Yes                       |
| <b>Number of Vacancies:</b>  | one                 | <b>JD#</b>             | Yes                       |

**Please Send Application to:**

|                 |                                 |                         |                            |
|-----------------|---------------------------------|-------------------------|----------------------------|
| <b>Name:</b>    | Spirit Lake Human Resource Dept | <b>Email:</b>           | slthr@spiritlakenation.com |
| <b>Address:</b> | P.O. Box 97                     | <b>State</b>            | North Dakota               |
| <b>City:</b>    | Fort Totten, North Dakota       | <b>Zip/Postal Code:</b> | 58335                      |
| <b>Phone:</b>   | 701-766-1203 or 701-766-1215    | <b>Fax:</b>             | 701-766-1272               |

**JD: RW042417**

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| <b>Application Procedure</b> | 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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