

**NORTHERN CHEYENNE TRIBE  
TRIBAL HEALTH PROGRAMS  
JOB RE-ADVERTISEMENT**

**POSITION:** TOR Licensed Addition Counselor (LAC)      **SALARY:** \$20 - \$24 per hour

**DEPARTMENT:** Northern Cheyenne Recovery Center

**ACCOUNTABLE TO:** Clinical Supervisor and Director of Recovery

**CLASSIFICATION:** Regular Full-Time, Covered, Non-exempt

**OPENING DATE:** 11/18/2020

**CLOSING DATE:** 1/6/2021 @ 4:00 PM

**HOW TO APPLY**

1. Submit a completed Northern Cheyenne Tribe Application.
2. Resume – Current and up to date.
3. (3) current references letters within 1 year (one must be from past/present/employers).
4. Copies of credentials, certified copy of transcripts and State of Montana Licensure if you have one.
5. If claiming Tribal Preference, a Tribal I.D. or Tribal Certification.
6. If claiming Veterans Preference, a copy of your DD214.
7. Current copy of State of Montana Driver's License.

**Please submit to:**

The Northern Cheyenne Tribe  
P.O. Box 128  
Little Wolf Capitol Building, Lame Deer, Mt. 59043  
Attention: Human Resources Office

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

**Description of duties and responsibilities:** Provides day-to-day chemical dependency treatment services, performs evaluations, and makes level-of-care recommendations for clients and participants of the Northern Cheyenne Recovery Center. Works as part of a team of Professional Addiction Counselors responsible for utilizing an integrated system of care, such as prevention education, drug/alcohol assessments, treatment plans, intensive outpatient services, relapse prevention services, family treatment, clinical therapy, inpatient treatment referrals, aftercare services, and follow-up services. Provides guidance and direction to Peer Advisors and insures program involvement and collaboration with the client and client's family/significant other in the management of treatment activities and other addiction counseling services, including referrals to outside services. Provides clinical guidance for the assigned levels of care and services for clients in accordance with the Scope of Work and Policy and Procedure Manual of the Northern Cheyenne Recovery Center.

Utilizes database entry systems for ensuring billable hours of provider services and keeps records and files up to date and in compliance with accreditation standards.

**Supervisory relationships:** Supervises TOR Peer Advisor.

**Skills and knowledge required:**

*Knowledge:* Professional knowledge of chemical dependency treatment planning, theories, practices, and instruments such as ASAM, SASSI, SUDDS, and SOAP. Knowledge of concepts, principles, and techniques of best practices as they apply to the culturally specific chemical dependency treatment for Native Americans—and more specifically, Cheyenne people. Knowledge of appropriate local and other resources needed to complement the patient’s treatment plan for in-patient and out-patient treatment services. Knowledge of child and adolescent development, family therapy and treatment modalities, and health and wellness education, including specific to adolescent addiction counseling, intervention strategies, crisis intervention, and health prevention and promotion. Knowledge of third-party billing and collections for program revenue generation.

*Skills:* Skills and techniques in addiction counseling in treatment. Skills in communicating both orally and in writing. A professional skillset and training in Licensed Addiction Counseling with focus on diagnosis, assessment, and treatment, and including the entire continuum of services. Ability to prepare and submit typewritten reports to the Manager and/or Clinical Supervisor

*Abilities:* Ability to effectively confront and deal with problems and controversial issues utilizing analytical, decision-making, and interpersonal skills. Ability to negotiate effectively in a variety of adverse settings and conditions. Ability to integrate Native American and/or Cheyenne philosophies and culture compatible with current best practices in chemical dependency. Ability to enter data in case-management software system (AccuCare). Ability to screen and assess patients with NCRC assessment tools and then recommend an appropriate level of care. Ability to provide treatment/discharge/relapse prevention plans. Ability to work professionally with co-workers.

**Amount of travel and any other special conditions or requirements:** Automobile travel is required to attend meetings/trainings around the Northern Cheyenne Nation. Travel by automobile or airplane is required to attend required conferences, trainings, and meetings.

**EDUCATION AND EXPERIENCE**

Must have at least an Associate of Arts degree in alcohol and drug studies, addiction studies, chemical dependency, or substance abuse from an accredited institution. A Bachelor’s and/or master’s degree in a comparable field is preferred. Must be a Montana Licensed Addiction Counselor (LAC) **Or be able to obtain a Licensed Addiction Counselor license through the State of Montana or other state equivalent license board within 9 months of hire.**

Must have at least five (5) years of continuous practicing recovery of being clean and sober. Must be at least 21 years of age. Must possess/maintain a valid driver's license and safe driving record. Must pass: oral board, reference checks, background checks, DMV driving check, and fingerprint checks through CBI/FBI.