

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

**POSITION: Substance Abuse Counselor (SAC)**

**SALARY: \$22.00-\$26.00**

DEPARTMENT: Northern Cheyenne Recovery Center

ACCOUNTABLE TO: Clinical Supervisor and Director of Recovery

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

**OPENING DATE: 9/25/19**

**CLOSING DATE: 10/2/19**

**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 or have an approved ACLC provisional from State of Montana.
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 Drivers License.

**Please submit to:**

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

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

**SUMMARY OF WORK:** This position provides day-to-day chemical dependency treatment services, evaluations, and makes level of care recommendations for clients and participants of the Northern Cheyenne Well-briety Center. The position is 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. This position provides guidance and direction to Peer Advisors and insures program involvement and collaboration with the client, family and significant other, in the management of treatment activities and other addiction counseling services including referrals to outside services. This position 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 Well-briety Center. This position is required to utilize database entry systems for ensuring billable hours of provider services and shall keep records and files up-to-date and in compliance with accreditation standards.

## **JOB CHARACTERISTICS**

**Nature of Work:** The purpose of this position is to provide appropriate chemical dependency treatment services and evaluations to clients' continuum of care for group and individual therapy and outpatient services at all levels of care. This position oversees Peer Advisors who serve as subordinates for the SUBSTANCE ABUSE COUNSELOR who will direct duties for assigned group process, treatment planning, prevention education, case management and other duties regarding the caseload. May sign off on Peer Advisor clinical work as needed.

**Personal Contacts:** This position makes contact with the Clinical Supervisor, Substance Abuse Counselors, Peer Advisors, Behavioral Health staff, other providers, and NCRC support staff. Will be expected to have weekly phone contacts with the patients Primary Residential Centers for necessary weekly documentation in the clinical chart management.

**Supervision Received:** Clinical supervision is provided by the Clinical Supervisor. Some administration supervision will be by the Manager of NCRC.

**Essential Functions:** This position is part of the Clinical Treatment team of professional addiction counselors and peer advisors. The position must have an understanding of the therapeutic process in respect to addiction counseling and chemical dependency services. The position will implement a therapeutic system and complete reports, paperwork and other administrative tasks in a timely and effective manner and in accordance with the Northern Cheyenne Wellbriety Center Policies and Procedures. The position must maintain a high standard of confidentiality in accordance with HIPAA and CFR 42 Part 2. The position adheres to the code of ethics and code of conduct described in the Tribe's Personnel Manual and the Northern Cheyenne Wellbriety Center's Policy and Procedure Manual. Must be computer literate.

## **AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE**

The position will provide professional counseling services in accordance with the Northern Cheyenne Wellbriety Center Program Scope of Work and all other applicable policies and procedures. The position will be responsible for maintaining the appropriate licensure and certifications. The position is a professional position that will provide a wide array of clinical services and duties including, but not limited to the following:

- Interacts directly with the Manager of Wellbriety Center and the Clinical Supervisor to implement the treatment process according to the Scope of Work.
- Provides daily chemical dependency 1:1 session according to the treatment plan and provide group leadership as a direct service, keeps progress notes, design individual treatment plans, discharge plans, and provide clinical and ethical support for Peer Advisors.
- Applies and enforces confidentiality provisions protecting patient in accordance with Federal laws rules and regulations, specifically CFR 42, Part 2.

- Ensures the patient's bill of rights are adhered to during the therapeutic continuum of care process with individually assigned patients.
- Ensures compliance with completion of patient information files, management information system including AccuCare and other reports as required.
- Ensures all patient confidentiality document is filed in the client file and not left in Counselors offices.
- Provide the assigned group process with concurrent approved curriculum.
- Maintains continued education requirements and licensure.

### **JOB REQUIREMENTS**

**Knowledge:** The position requires professional knowledge of chemical dependency treatment planning, theories, practices and instruments such as ASAM, SASSI, SUDDS and DAP. The position requires 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. The position requires knowledge of appropriate local and other resources needed to complement their patient's treatment plan for in-patient and out-patient treatment services. The position requires knowledge of child and adolescent development, family therapy and treatment modalities, and health and wellness education including those specific to adolescent addiction counseling, intervention strategies, crisis intervention, health prevention and promotion. The position requires knowledge of third-party billing and collections for program revenue generation.

**Skills:** The position requires skills and techniques in addiction counseling in treatment. The position must demonstrate skills in communicating both orally and in writing. The position skills must include an understanding of the principles, practices and theories in chemical dependency and addiction counseling to help clients and families. The position will utilize a professional skillset and training in Licensed Addiction Counseling with focus on diagnosis, assessment, treatment and including the entire continuum of services.

**Abilities:** The position must have the ability to effectively confront and deal with problems thoroughly, with controversial issues and complex application of analytical, decision making and interpersonal skills. The position must be able to negotiate effectively in a variety of adverse settings and conditions and demonstrate the ability to integrate Native American and/or Cheyenne philosophies and cultural compatible with current best practices in chemical dependency. The position must possess computer skills and be able to enter data in case management software system (AccuCare). Must be able to screen, assess patients with NCRC assessment tools and to recommend an appropriate level of care. Must be able to provide treatment/discharge/relapse prevention plans and be able to work professionally with co-workers.

### **EDUCATION AND EXPERIENCE**

An Associate of Arts degree in alcohol and drug studies, addiction studies, chemical dependency, or substance abuse from an accredited institution is required or a Bachelor's and/or Master's

Degree in a comparable field is preferred. **However, we will accept the following provisional that the applicant** 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 be a Montana Licensed Addiction Counselor (LAC), or be a Certified Alcohol & Drug Counselor (CADC) Level III 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 five (5) years of continuous practicing Wellbriety of being clean and sober.