

**NORTHERN CHEYENNE TRIBE**  
**TRIBAL BOARD OF HEALTH**  
**POSITION DESCRIPTION**

**POSITION:** Substance Abuse Counselor (SAC)                      **SALARY:** \$25.00 per hour

**DEPARTMENT:** Northern Cheyenne Tribal Health Programs - Recovery

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

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

**OPENING DATE:** January 12, 2022                      **CLOSING DATE:** January 26, 2022 at 4PM

**How To Apply:** Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

**Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.**

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED**  
**(applicant will be notified of any missing documents)**

**SUMMARY OF WORK:** This position provides day-to-day chemical dependency evaluations to the adult and adolescent population. This position makes level of care recommendations based on ASAM criteria for clients and participants of the Northern Cheyenne Recovery Center. This position makes referrals to inpatient treatment centers, detox services and other services outside the addiction's counselor scope of competence. This position will utilize evidence-based practices within their substance abuse treatment services. The position is part of a clinical team of professionals responsible for utilizing an integrated system of care, such as prevention education, drug/alcohol evaluations, treatment plans, intensive outpatient services, relapse prevention services, group and individual therapy, inpatient treatment referrals, continuing care services and follow-up services. This position works closely with Peer Support staff and ensures all areas of recovery are being delivered competently and professionally. 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 works closely with Peer Advisors who are a cohesive clinical team in addiction treatment services.

**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 provided by the Director 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 manner. 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 Recovery Center's Policy and Procedure Manual.

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

The position will provide professional counseling services in accordance with the Northern Cheyenne Recovery 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.

1. Interacts directly with the Manager of Recovery Center and the Clinical Supervisor to implement the treatment process according to the Scope of Work.
2. Provides daily chemical dependency 1:1 sessions according to the treatment plan and provide group facilitation as a direct service, clinical progress noting, design individual treatment plans, discharge plans, group therapy, individual therapy and case management.

3. Applies and enforces confidentiality provisions protecting patient in accordance with Federal laws rules and regulations, specifically CFR 42, Part 2.
4. Ensures client-centered approach is being adhered to during the therapeutic continuum of care process with individually assigned patients.
5. Ensures compliance with completion of patient information files, management information system including AccuCare and other reports as required.
6. Ensures appropriate protect and storage of confidential information.
7. Provide the assigned group therapy process with concurrent approved curriculum.
8. Provides client supportive services when needed.
9. Maintains continued education requirements and licensure.
10. Must have technology skills and able to navigate the computer with limited assistance.
11. Must be accountable for adult and adolescent referrals.
12. Must be accountable for group facilitation and maintain group therapy sessions.
13. Must be able to work flexible hours as needed.
14. Participate in outreach, prevention, and substance abuse crisis stabilization.
15. Must be able to model professional behavioral under stressful situations and throughout working hours.
16. Other duties assigned within scope of competencies.

## **JOB REQUIREMENTS**

**Knowledge:** The position requires professional knowledge of chemical dependency treatment planning, theories, practices, chemical dependency evaluation and ASAM placement criteria. 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, the Cheyenne people. This position requires knowledge and practice of the NAADAC Code of Ethics. The position requires knowledge of appropriate local and other

resources needed to complement client treatment plan for in-patient and out-patient treatment services. The position requires knowledge of evidence-based treatment modalities, and health and wellness education including those specific to adolescent addiction counseling, intervention strategies, crisis intervention, and addiction prevention. The position requires knowledge of clinical progress noting for third-party billing.

**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.

**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 electronic health records system. Must be able to screen, assess clients 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 with a professional team.

## **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 recommended.

Must be a Montana Licensed Addiction Counselor (LAC) or eligible for licensure with the State of Montana. Must obtain Addiction Counselor License Candidate (ACLC) with State of Montana within 3 months of hire and able to become fully licensed within one year of hire

Must have five (5) years of continuous sobriety and maintaining.