

JOB ADVERTISEMENT

ANNOUNCEMENT NO: ABHS-2008-07

OPEN: September 24, 2008

CLOSE: Open Until Filled

SALARY: 28,000 – 30,000

TITLE OF POSITION: Substance Abuse Counselor

IMMEDIATE SUPERVISOR: Adult Services Clinical Supervisor

STATEMENT OF JOB: This position is responsible to the Adult Services Clinical Supervisor. This position provides counseling services to the adult substance abuse population. The position provides a broad range of professional clinical services in mental health and substance abuse treatment programs on the reservation, ensuring clinical and administrative contractual compliance with various funding sources and Federal, State, Tribal and ABHS regulations. Assists in performing assessments and providing counseling services.

DUTIES AND RESPONSIBILITIES:

1. Provides group and individual counseling to adults under clinical supervision of the Adult Services Clinical Supervisor.
2. Collaborates with HIS, Tribal Social Services, CPS, Court Prosecution, Probation and community agencies, families and other natural support systems to assure adherence to treatment plan goals.
3. Maintains group notes and client files in accordance with Federal, State, Tribal and ABHS requirements.
4. Responds to referrals and provides substance abuse counseling services at the clinic, field, shelter, and in client's homes to assure client obtains all benefits and services necessary to successful completion of treatment plan objectives.
5. Schedules ongoing substance abuse intervention/prevention group sessions for adults, assists clinician in follow-up services to assure court/probation, CPS requirements are met by the client.

6. Participates in interdepartmental clinical teams to assist and encourage clients receive timely and consistent provision of services.
7. Provides prevention education services including presentations, workshops and other forms public education on a variety of mental health topics.
8. Supports clinician in conduction substance abuse treatment education and life skills instruction.
9. Maintains daily logs and service tickets and completes all necessary documents in adherence with ABHS policy for billing purposes.
10. Attends all appropriate clinical management teams.
11. Participates in weekly all staff meetings and clinical staffing with other members of the clinical team to review client progress and service requirements.

QUALIFICATIONS:

1. Minimum two years experience/training in substance abuse counseling/treatment plus a high school diploma or GED. AA degree in mental health/human services or related field preferred. Must be able to pass fingerprint background check.
2. Possesses and maintains current Arizona licensure as a substance abuse counselor, or ability to be licensed within one year of hire and current state certification as clinical liaison.
3. Basic knowledge in culture, values, lifestyles and language of the Apache people; the disease concept of alcoholism and recovery processes, experience working with youth.
4. Ability to speak both Apache and English.
5. Possess valid Arizona Drivers license.
6. Ability to correctly operate the following: basic computer skills which include Word, Excel, PowerPoint, copy machine, fax and calculator.

OTHER: Benefits include: 401(K) with employer match; medical, dental, vision, prescription and hearing coverage; 13 paid holidays in addition to Tribal holidays; 13 days sick leave per year with unused leave carry over; 13 days paid annual leave that increases with seniority and I.H.S loan repayment program for those that qualify. More information can be obtained at <http://wmabhs.org>.

HOW TO APPLY:

Applications may be picked up at our office at 249 West Ponderosa Lane during regular business hours or applications may be downloaded from our website at <http://wmabhs.org>. Resumes will be accepted in lieu of the application; however we will need a signed application for processing a background check. All documents should be submitted to the following:

Apache Behavioral Health Services, Inc.
Attention: Paulene S. George
P.O. Box 1089
Whiteriver, Arizona 85941

