



# FAIRBANKS NATIVE ASSOCIATION, INC

## Job Description

**Job Title:** Lead Counselor  
**PCN:** P606  
**Level:** Level 6 Professional/Technical-Technical Specialist  
**Status:** Non-Exempt  
**Position Reports to:** Program Director

*"This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice. FNA is an at-will employer."*

**Job Summary:** This position provides evaluations, assessment, planning, and intervention, monitoring service and supports clients in a residential or outpatient treatment facility.

### **Essential Functions:**

Ensures the development and implementation of comprehensive individualized treatment plans for clients to meet health, human and social service needs, in collaboration with clients, in a timely and accurate manner.

Assigns clinical staff to provide various individual, group and family counseling as dictated by the treatment schedule.

Ensures drug/alcohol and bio/psycho/social assessments in a timely manner, according to policies and procedures.

Ensures discharge summaries are completed in a timely manner. Facilitates continuing care services with appropriate agencies.

Ensures adherence to billing procedures and treatment schedules including group and individual sessions.

Monitors referrals from local community service agencies for health, education, human and social services. Provides written referrals to agencies as needed. May provide periodic follow-up to ensure client received services. Ensures that transportation to and from local community service agencies is accomplished.

Ensures that client files are maintained in accordance with established policies and procedures.

Serves as an integral member of treatment team, attending all scheduled and special case staffings.

Adheres to Counselor Code of Ethics and to confidentiality requirements as outlined in 42 CFR Part 2.

The incumbent of this position must work well under pressure, meeting multiple and conflicting deadlines. The incumbent shall at all times demonstrate cooperative behavior with colleagues, supervisors and clients.

Performs other job-related duties as assigned.

**Specifications:**

Qualifications:

Bachelor's Degree in Social Work or related field or minimum of five (5) years working experience as Counselor II or combination of both education and experience.

Current State of Alaska Counselor Level II certification.

Three (3) years work experience in chemical dependency treatment.

Strong understanding and sensitivity to diverse cultures and lifestyles, with demonstrated experience working effectively with Alaska Native populations.

Continued employment status (post job offer) will be contingent upon employee providing certification of tuberculosis screening and medical certification that employee does not, because of infectious or communicable disease, pose a direct threat or significant risk to the health and safety of program participants or others in the workplace.

Continued employment status will be contingent upon satisfactory completion of a criminal background investigation and the pre-employment drug testing process.

Driving Requirements:

This position will (or may) require you to frequently (or incidentally) drive both a FNA-owned vehicle and your personal vehicle for FNA business. Per FNA's automotive insurance policy, in order to drive a FNA-owned vehicle, an individual must be at least 21 years of age. In order to drive a FNA-owned vehicle with clients in the vehicle, an individual must be at least 25 years of age. Clients may only be transported in FNA-owned vehicles and may not be transported by an employee in a personal vehicle.

This position requires eligibility for FNA automotive insurance as demonstrated by a current Alaska Driver's License and a currently driving history and proof of personal liability insurance.

Physical Demands:

The demands for this position will be considered sedentary for the amount of physical activity required.

Working Conditions:

Works in an environment where protection of client confidentiality is essential.

Occasional local travel with the use of an automobile is required. This may involve intermittent exposure to extreme weather conditions as well as the typical hazards associated with the operation of a motor vehicle in bad weather.

Contacts:

Contact with clients entering into treatment and frequent contact with referring and local community service agencies.

I, _____, have received, reviewed and completely (Please print name)	
understand the entire contents of this job description.	
_____	_____
Signature of Employee	Date
_____	_____
Signature of Supervisor	Date