



The Three Affiliated Tribes

Job Description

LICENSED ADDICTION COUNSELOR

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Circle of Life Director	FLSA STATUS: FT Regular
DEPARTMENT: Circle of Life (GRRC)	LOCATION: New Town, ND
SALARY: \$DOQ/DOE	OPENING DATE:
CLASSIFICATION: Non-Exempt	CLOSING DATE:

POSITION SUMMARY:

Position includes but is not limited to the following. This position reports to the Circle of Life (GRRC) Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Able to conduct or co-facilitate day treatment and outpatient treatment programs according to Administrative Rules, to include family programming for adults and/or adolescents.
- Conduct addiction evaluations on all clientele referred for alcohol and drug abuse and provide appropriate recommended level of treatment using the ASAM criteria.
- Networks with referral agencies and other agencies of the MHA Nation.
- Adhere to the Federal Law of Confidentiality Act 42, CFR Part 2, as well as HIPAA policies.
- Assures treatment program adheres to the philosophy and mission of Circle of Life (Good Road Recovery Treatment Center) and will always act in the best interests of the treatment program and clientele.
- Conduct day treatment program and/or outpatient treatment program, including aftercare groups and individual sessions, as needed.
- Document all services rendered to clientele, including but not limited to, treatment plans, progress notes, and discharge summaries.
- Ensures effective communication and program interaction with tribal court and adult probation, medical, psychological, spiritual leaders, program directors and referral agencies within areas served.
- Maintains a close collaborative working relationship with treatment team, referral sources and agencies to assure optimum services to clientele and families.
- **And other duties as assigned.**

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned to any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- The requirement for managing others does not exist, unless agreed upon for interns, trainees, or other students advancing or obtaining their license.



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KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge

- Possess knowledge of the complex nature of chemical dependency and its effect on attitudes and behaviors of clientele involved.
- Knowledge of and adherence to addiction counselor Code of Ethics.
- Knowledge of the 12-step programs of addiction and recovery; culturally sensitive, as well as sensitive to the special needs of the Native population.
- Knowledge of reporting procedure requirements of electronic health record programs and Administrative Rules, regarding proper form and professional completion as dictated by the program. Experience in networking with involve agencies, both on and off reservation.
- Possess working knowledge of evidence-based practices.
- Knowledge of ASAM/DSM-V/ICD-10 codes and levels.

Skills

- Possess strong written and verbal communication skills.

MINIMUM QUALIFICATIONS AND EDUCATION:

- Bachelor's degree in behavioral science or associate degree in behavioral science **(PREFERRED)**.
- Master's education **(PREFERRED)**
- Must possess a valid addiction license. **REQUIRED).**
- Minimum of 1 year experience facilitating or co-facilitating all ASAM level treatment groups **(PREFERRED)**.
- Minimum 1 (one) year of continuous sobriety **(REQUIRED)**.
- Must pass a Level IV – Public trust or Level III – Child Care Public Trust background check **(REQUIRED)**.

WORKING CONDITIONS:

- Unless otherwise properly approved, the normal schedule of hours is from 8:00am to 12:00pm (noon), and from 12:30pm to 4:30pm. Deviation from the normal schedule may be required for certain programs.
- Position may require flexibility to work a variety of shifts outside of regular business hours, including early mornings and holidays based on operational needs and staffing schedules.
- Work is performed in an office setting with adequate light, heat, and ventilation.
- Work requires travel away from the normal duty station on an occasional basis. May on occasion be exposed to unpleasant situations and/or may be subject to perform duties during stressful situations.
- Must be able to work flexible hours to provide services and accomplish casework.
- Work is primarily sedentary in nature, with no special physical demands.



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- Position may require travel.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____