



Tolowa Dee-ni' Nation Position Description

Title: Alcohol & Drug Counselor **Department:** Community & Family Services
Class: Non-management **FLSA:** Non-exempt
Status: Full Time **Pay Grade:** 6 - 7 (\$16.85 - \$26.62)
Supervisor: Family Services Manager **Subordinates:** None
Grant Funded: Yes

Position Summary:

Under supervision of the Family Services Program Manager, the Alcohol & Drug (A&D) Counselor shall develop and maintain an outpatient alcohol and drug counseling program for eligible Indian adults and adolescents between the ages 12-17 who are affected directly or indirectly by alcohol or substance abuse. The Alcohol & Drug Counselor shall provide clinical social work services through treatment modalities such as crisis intervention, individual or group therapy and home visits to ameliorate, address and resolve psycho-social problems, particularly as they relate and interact with alcohol and substance abuse.

Essential Duties and Responsibilities:

1. Screening, Assessment and Service Referrals: conduct and review A&D screenings to identify clients appropriate for the program.
2. Substance Abuse Testing: perform urinalysis and/or hair follicle drug screening at the request of CFS staff; supervise drug and alcohol tests.
3. Counseling: provide and/or arrange for individual, or group, A & D counseling services, as needed.
4. Manage crises and provide service intervention as needed, locate or provide emergency crisis intervention.
5. Facilitate client engagement and self-determination.
6. Provide referrals to other services and/or agencies, as needed.
7. Maintain documentation in a timely and accurate manner in accordance CFS protocol and as required by funding sources.
8. Provide casework support, including data collection and reporting, and written or oral testimony, as appropriate, in any court of competent jurisdiction.
9. Other duties as assigned.

Minimum Qualifications:

1. Associate's Degree in Behavioral Sciences or related field, OR two (2) years professional behavioral health experience, with concentration in Chemical Dependency; REQUIRED. Experience must show demonstrated ability to perform advanced assignments independently. Must submit copy of degree or transcripts with application.
2. Certification by the State of Oregon, State of California, or other certifying body as a Certified Alcohol & Drug Counselor I (CADC I); or Certified Alcohol & Drug Counselor Associate (CADC-A) REQUIRED. Must submit copy of certification with application.
3. Ability to communicate effectively, both orally and in writing; with strong

interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.

4. Ability to gather data, compile information and prepare reports, including organizing and maintaining work detail.
5. Ability to maintain confidentiality in accordance with applicable legal standards and regulations.
6. Operate a computer and other office equipment and related software, specifically MS Office.
7. Ability understand and comply with the expectations and requirements of a variety of agencies.
8. Model a clean and sober lifestyle on and off of the job.
9. Must submit to and pass a pre-employment drug and alcohol screen.
10. Qualified American Indian Preference applies.

Language Skills:

Ability to read, analyze, and interpret technical manuals, and government regulations. Ability to write reports, business correspondence, and procedure manuals, ability to effectively present information and respond to questions, while facilitating group meetings.

Mathematical Skills:

Ability to work with mathematical concepts, ability apply concepts such as fractions, percentages, ratios, and pro-rations.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

1. Certification by the State of Oregon, State of California, or other certifying body as a Certified Alcohol & Drug Counselor I (CADC I); REQUIRED. Must submit copy of certification with application.
2. Must possess and maintain a valid, state-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

Physical Demands:

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 30 pounds and occasionally lift and/move 50 pounds.

Position requires occasional overnight travel. Requires the ability to drive 7 hours within a 24 hour period.

Vision Requirements:

1. Close vision (clear vision at 20 inches or less).
2. Distance vision (clear vision at 20 feet or more).
3. Color vision (ability to identify and distinguish color).

Work Environment:

The work environment temperature can fluctuate between 50-80 degrees Fahrenheit due to open doors and windows. The job will require inside and outside activities on a daily basis. There are many distractions and the noise level does escalate during physical activity times. The environment can be active due to sheer numbers of children and families in close proximity.

Additional Employment Conditions:

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation drug free workplace policy and will be subject to pre-employment, for-cause, and post-accident drug and alcohol testing.

Section 408 of the Indian Child Protection and Family Violence Prevention Act of 1990 (Public Law 101-630) requires an investigation of the character of each individual who is employed, or is being considered for employment, in a position with duties and responsibilities that involve regular contact with or control over Indian children. A criminal history investigation will be performed and the applicant must meet the minimum standards of the Act.

In compliance with TDN laws and policies, the applicant must be in good standing with TDN and its entities. Past employment will also be taken into consideration.

Acknowledgment:

I have read this job description and fully understand the requirements set forth herein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

Tolowa Dee-ni' Nation has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all function, responsibilities, skills and abilities. Additional functions and requirements may be assigned by Tolowa Dee-ni' Nation as deemed appropriate. I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself, and that such termination can be made with or without notice.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____