



THE PAIUTE INDIAN TRIBE OF UTAH

440 North Paiute Drive • Cedar City, Utah 84721 • (435) 586-1112

POSITION TITLE: Traditional Counselor

DEPARTMENT: Health

DIVISION: Behavioral Care

SUPERVISOR: Behavioral Health Manager

LOCATION: Cedar City, UT

STATUS: Full-time, Exempt, Salary

PAY: \$35,000 DOE

DATE APPROVED: May 15, 2018

OPENS: May 28, 2018

CLOSES: until filled (may close early if enough qualified candidates are achieved).

JOB SUMMARY

Provides substance abuse assessment and counseling to individual youth and adults incorporating traditional healing. Co-facilitates substance abuse groups. Requires some case management of individuals receiving substance abuse/addiction counseling. Assists in developing programs, service provision and departmental protocols to meet client's needs. Provides therapeutic and supportive counseling and referral services after discharge from inpatient or residential facilities. Provides individualized rehabilitation plans. Helps clients facilitate the development of new life skills and to eliminate alcoholism/substance abuse and other destructive behavior. Works evening hours once or twice a week. Travels to band areas on a weekly basis.

ESSENTIAL JOB FUNCTIONS include, but are not limited to, the following.

1. Develops counseling and treatment plans for individuals and/or families based upon case diagnosis to ensure provision of the type of services needed.
2. Provides timely and consistent intervention counseling to clients as needed, required or assigned.
3. Helps facilitate positive change in all areas of clients' lives and in developing daily coping skills.
4. Provides group counseling to address prevention, treatment and maintenance of sobriety (i.e. NA, AA and Prime for Life).
5. Provides long-term follow-up and monitoring of clients who complete any program (residential, intensive outpatient or outpatient) for up to two years.
6. Utilizes the Electronic Health Record (Athena) program including maintaining continuous client records, measurable case plans, follow-up, program evaluation and other necessary reports.
7. Establishes and maintains patient case files ensuring quality standards as required by IHS, State and other contracts.
8. Appears with clients in court as necessary and consults with legal professionals in regard to client case status. Provides thorough and timely reports to courts, probation officers and other collaborating agencies.
9. Offers support for restorative activities pertaining to healthy traditions, health, spirituality, employment, education, housing and social-emotional client needs.
10. Prepares and disseminates educational and informational materials to Tribal members. Conducts substance abuse workshops in each band areas.
11. Coordinates with other PITU staff in providing multi-disciplinary approach to treatment.
12. Attends departmental and division staff meetings and events.
13. Meets weekly with Behavioral Health Manager to staff cases and receive feedback.
14. Requires frequent travel to fulfill job responsibilities.

15. Attends professional training to acquire CEUs as per certification.
16. Other duties as assigned to support the efficient operation of the Tribe.

GENERAL REQUIREMENTS

- Must possess and maintain a valid Utah Driver License and provide proof.
- Must be insurable through the tribe's vehicle insurance.
- Must pass a fingerprint and criminal background check.
- Must pass a pre-employment alcohol/drug screening.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

- 6000 hours of recent* supervised work experience in substance/alcohol abuse counseling.
- Associate's degree in behavioral science may substitute for 1000 of the recent* hours
- Bachelor's degree in behavioral science may substitute for 2000 of the recent* hours.
- Master's degree in behavioral science may substitute for 4000 of the recent* hours.
- Work experience with Native Americans in drug/alcohol counseling within the last five years required.

Licensing and Regulation:

- CAC, AODA, CSAC, LSAC or comparable certification preferred or must be able to obtain a minimum Level One certification within one year from hire date.
- Preference given to LSAC or comparable licensure.

Necessary Knowledge, Skills and Abilities:

- Ability to provide objective and timely documentation in a professional manner.
- Ability to establish and maintain effective working relationships with all levels of the organization and community.
- Ability to assess clients' situations and provide crisis intervention according to best interest priorities.
- Ability to manage and perform with a high degree of autonomy, organization, and adaptability.
- Must be able to demonstrate respect for and awareness of Native American customs, traditions and socioeconomic needs.
- Must have excellent oral and written communication skills, including public speaking with large and small groups of different managerial, socioeconomic, cultural, ethnic and educational backgrounds.
- Knowledge of the principles and practices of substance abuse and counseling techniques.
- Knowledge of current social and health problems related to psychological disorders.
- Knowledge of community resources and referral agencies.
- Knowledge of 12 step mode (i.e. AA, NA).

The Paiute Indian Tribe of Utah is an equal opportunity provider and employer, subject to the federal laws, regulations and policies requiring or allowing Indian Preference Per Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended.

The Paiute Indian Tribe of Utah complies with the Drug-Free Workplace Policy of 1988, which includes pre-employment drug testing and random drug testing once employed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.