



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Substance Abuse Counselor In -Training		<b>JOB CODE:</b> SUCT
Government – Employee		<b>EEO:</b> 5
Exempt		<b>PAY GRADE:</b> 9
Flex	<b>FUNDING SOURCE:</b> NPD	<b>HO-CHUNK PREFERENCE</b>

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

*"This position requires compliance with DHS 75 requirements and the Indian Child Protection and Family Violence Prevention Act 25 U.S.C. Part 3207© and shall be subject to a background investigation as a condition of employment."*

### **POSITION OVERVIEW**

To advise, teach and counsel alcohol/drug or dual diagnosed clients of the Behavioral Health Program in realizing the problem motivating them to promote healthy lifestyle changes.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Provide comprehensive assessments with treatment plans and ensure it is properly recorded in the electronic health record according to DHS 75 requirements within the first 3 sessions; treatment plan will be reviewed every 30, 60, 90 days.
2. Review cases with psychologist consultant (30, 60, 90 days) dependent if client is seen weekly or monthly; to ensure clients are receiving appropriate services.
3. Have daily progress notes recorded in electronic health record within 24 hours of session.
4. Obtain 40 hours of continuing education units bi-annually including Ethics & Boundaries training.
5. On a monthly basis, recommendations from the psychologist consultant and/or clinical supervisor referring clients to a higher level of care as deemed necessary for continued treatment.
6. Provide aftercare services and group therapy sessions should client meet those requirements per recommendation from monthly case reviews.
7. Maintain annual HIPAA & Blood Borne Pathogen certification through Health Department.

### **JOB RESPONSIBILITY**

Job Reports to	Behavioral Health Program Manager
Leadership Accountability	Implements operating plans
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with outside customers
Freedom to Act	Subject to general input from supervisor and regular review by supervisor



**MINIMUM QUALIFICATIONS**

**EDUCATION:**

1. Must have a high school diploma, HSED or GED.
2. Substance abuse education must include at least 100 hours of specialized education in the performance domains of assessment, counseling, case management education and professional responsibility and disabilities. Total number of contact hours submitted must equal 100.

**ESSENTIALS:**

1. Must be registered as a Substance Abuse Counselor In-Training, as required by Wisconsin Regulations and Licensing.
2. Must have a valid driver's license, dependable transportation and proper insurance.
3. Must promote a positive and healthy lifestyle.
4. Successfully complete and pass the Wisconsin Statutes and administrative code examination.

**EXPERIENCE:**

1. Obtain current employment, a written offer of employment or agreement authorizing volunteer hours at an agency providing Substance Abuse Disorder Treatment.
2. Must receive 2 hours of clinical supervision for every 40 hours of work performed including face-to-face individual or group sessions one time a month.
3. Must have working knowledge of Indian culture and traditions.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Must have good organizational skills.
2. Must be able to communicate clearly; with clients, their families, community members, other professionals and other Ho-Chunk Nation Staff.
3. Must maintain client confidentiality in accordance with the Department Policy, Privacy Act/HIPAA regulations.

**WORK PLACE RESPONSIBILITY**

1. Maintain a safe and healthy work place environment.

**WORKING CONDITIONS**

1. Office setting with some travel to each satellite ADPS office, periodically. Must be available after regular working hours.