



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Substance Abuse Counselor		<b>JOB CODE:</b> SUAC
Government – Employee	<b>EEO:</b> 5	<b>PAY GRADE:</b> 12
Exempt	Flex	<b>FUNDING SOURCE:</b> IHS/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 clients of the Alcohol/Drug Program in realizing the problem motivating them to promote healthy lifestyle changes to end the cycle of addiction in Ho-Chunk families.

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

1. Ensure and maintain daily, all patient information and records are accurate and recorded in the electronic health record per IHS/DHS 75 requirements upon consultation with clinical supervisor.
2. Ensure all patient treatment plans are reviewed every 30, 60, 90 days at monthly case reviews with psychologist consultant.
3. Assessments recommendations and other pertinent information completed upon admission and updated every 30, 60, 90 days at monthly case reviews with psychologist consultant.
4. Upon initial assessment with recommendations based off ASAM (evidence based treatment criteria); counselor will ensure services being provided will meet client needs per recommendation of psychologist consultant at monthly case reviews.
5. Provide aftercare services, ongoing treatment plans for each client & group therapy sessions based off the assessment & collaboration with patient, clinical supervisor/psychologist to ensure that the plan is tailored to patients individualized needs, on a daily basis.

### **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	Sets broad policies and objectives Subject to general input from Supervisor Subject to regular review by Supervisor



## **MINIMUM QUALIFICATIONS**

### **EDUCATION:**

1. Must have high school diploma, HSED, GED.

### **ESSENTIALS:**

1. Must be a licensed as Substance Abuse Counselor 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. Must attend and complete specialized education in Substance Use Disorder Counseling within a comprehensive program covering the content areas in core curriculum or in a degree program approved by the department in a field with an addiction emphasis or concentration.
5. Must successfully complete the ICRC counseling examination.

### **EXPERIENCE:**

1. Provide documentation of completion of 4,000 supervised hours of patient counseling experience performing the 8 practice dimensions as a substance abuse counselor, within the past 5 years.
2. Provide verification that 2, 000 hours were in direct face-to-face substance abuse patient counseling.
3. Substance Abuse Counselor shall be provided two (2) hours of clinical supervision for every 40 hours of counseling to include one in-person meeting each calendar month.

## **KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Must have working knowledge of American Indian culture, values and traditions. Or, willingness to learn and understand.
2. Must have good organizational skills.
3. Must be able to communicate clearly with clients, their families, community members, other professionals and other Ho-Chunk Nation staff.
4. Must maintain client confidentiality in accordance with Department Policy Privacy Act/HIPAA regulations.
5. Must be proficient with Microsoft programs.

## **WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.

## **WORKING CONDITIONS**

1. Office setting with some travel to each satellite Behavioral Health offices periodically. Must be available after working hours.