



Klamath Tribal Health & Family Services

3949 South 6th Street
Klamath Falls, OR 97603

Phone: (541) 882-1487 or 1-800-552-6290
HR Fax: (541) 273-4564

OPEN: 06-18-2018

OPEN UNTIL FILLED

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION:

SUBSTANCE TREATMENT COUNSELOR

RESPONSIBLE TO:

Substance Treatment Clinical Supervisor

SALARY:

GS-8 \$37,810 - \$49,615 Annual/Full Benefits
GS-9 \$41,763 - \$54,303 Annual/Full Benefits
GS-10 Only for Employees with 10+ years of Service

CLASSIFICATION:

Non-Management, Regular, Full-Time

LOCATION:

Klamath Tribal Health & Family Services
Youth & Family Guidance Center
Klamath Falls, Oregon 97601

POSITION OBJECTIVES

The Substance Treatment Counselor shall develop and maintain an outpatient substance treatment program for individuals who are affected directly or indirectly by substance use within the entire eligible Indian community (Klamath County). The Substance Treatment Counselor shall provide clinical substance counseling services through treatment modalities such as crisis intervention, individual or group counseling and home visits to educate, prevent or improve psycho-social problems, particularly pertaining to substance use. The Substance Treatment Counselor shall develop, coordinate, and utilize appropriate community resources. The Substance Treatment Counselor shall develop and maintain effective working relationships with all Tribal programs, and community agencies. The Substance Treatment Counselor will maintain professional standards, ethics & follow Federal, Tribal, State, and program regulations.

MAJOR DUTIES AND RESPONSIBILITIES

1. Obtain personal information and medical history through consultation with clients, family members, referents and other professionals as appropriate to gain a clear picture of the client's status and extent of treatment needs.

2. Determine through the screening and assessment process if the client's needs match program target population. Coordinate with other agencies to expedite treatment for clients based on the assessed level of care and treatment needs.
3. Develop client centered treatment plans based on strengths and needs identified within the psychosocial assessment. Monitor and modify treatment plans with the client to promote progress through the stages of change.
4. Facilitate treatment sessions using identified Western and Tribal best practice treatment modalities.
5. Provide individual and group substance counseling sessions, which meet the American Society of Addiction Medicine (ASAM) level of care criteria.
6. Organize materials and equipment to facilitate individual and group treatment counseling sessions in various approved locations.
7. Maintain accurate and current records in accordance with Federal, Tribal/IHS, State and program guidelines.
8. Use sound clinical judgment, ethics and confidentiality guidelines when providing monthly status reports and communicating about client's treatment and progress.
9. Attend weekly case coordination meetings to staff client progress.
10. When deemed to be in the best interest of the client, participate in Drug Court proceedings.
11. Complete required billing encounters in accordance with program policy.
12. Meet with family members and/or significant others/partners to educate them on the most beneficial role they can play in the recovery process and refer to family therapy or appropriate services and supports.
13. Educate clients about community based organizations such as Alcoholics Anonymous, Narcotics Anonymous, White Bison/Talking Circle, as well as social services and employment services that may help restore the client to overall wellbeing and balance.
14. Collect urine samples as required in accordance with program policy and when deemed necessary.
15. Collaborate and consult with other treatment programs – IHS, community services, mental health programs, educational institutions, law enforcement, and other community organizations and individuals in promoting the prevention of substance use.

16. Attend community gatherings and meetings to promote awareness of Tribal services and programs.
17. Attend and participate in staff meetings and other meetings as directed.
18. Meet with Clinical Supervisor as directed for individual supervision and group didactic instruction/training.
19. Upon verifying availability of other transportation resources, transport and supervise clients to treatment related appointments, treatment programs and community events.
20. Document any mandatory reports of suspected child, elderly, or disabled abuse/neglect; work with appropriate agencies as needed.
21. The incumbent will be called upon to accomplish other tasks within their scope of work.

SUPERVISORY CONTROLS

The Substance Treatment Counselor is under the administrative supervision of the Substance Treatment Clinical Supervisor. Work is assigned in terms of functional/organizational objectives. The supervisor assists with unusual situations that do not have clear precedents

Employee works independently, resolves problems on the basis of past precedents; exercises judgment in interpreting guidelines and applicability; ensures deadlines are met. Employee plans and carries out various stages of a plan by selecting and using approved methods and techniques as appropriate. Most assignments are reviewed for quality and compliance with established policies and procedures.

KNOWLEDGE, SKILLS, ABILITIES

- **Strong clinical skills**
 - Have training and knowledge and/or experience demonstrating competence in the treatment of addictive disease including client evaluation, counseling theory and therapeutic techniques.
 - Knowledge of chemical dependency and treatment methods with a strong understanding of the recovery model, motivational interviewing, stages of change, cognitive behavioral therapy and strengths-based case management philosophies and strategies
 - Demonstrates basic knowledge and skills in the following techniques:
 - Basic Counseling Skills
 - Group Counseling Skills
 - Alcohol & Drugs of Abuse Pharmacology

- HIV/AIDS Risk Assessment & Risk Reduction
 - Counseling Ethics
 - Counseling Diverse Populations
 - ASAM, or Assessment, or Client Record Management
 - Coexisting Disorders, or Multiple Diagnosis, or Dual Diagnosis, etc.
 - Knowledge & process of being a mandatory reporter for suspected child, elderly, and/or disabled abuse
- **Strong interpersonal skills**
 - Ability to work effectively with peers, individual clients and groups
 - Ability to work effectively as a team member
 - Ability to work with Native American populations; knowledge of the Klamath Tribes culture is preferred
 - A general understanding of cultural differences and have a strong appreciation of and respect for other cultures
 - Empathetic manner to deal with clients who may have multiple needs
 - Ability to display a non-judgmental attitude
 - Ability to establish and maintain cooperative working relationships with those contacted during the course of work
- **Strong organizational skills**
 - Ability to establish priorities, manage time and meet deadlines
 - Ability to be punctual to appointments, meetings, and group/individual counseling sessions
 - Ability to perform administrative tasks related to client documentation
- **Strong communications skills**
 - Ability to communicate clearly and concisely in an oral format
 - Ability to communicate clearly and concisely in a written format
 - The ability to operate computer hardware and software at a level needed to effectively perform job functions. This includes the ability to enter data and retrieve data and to prepare simple reports
 - Ability to apply principles learned to new situations
 - Ability to learn and teach new skills
 - Ability to conduct public presentations
 - May work irregular hours to meet intermediate goals and objectives
- **Strict confidentiality**
 - Ability to maintain strict confidentiality of medical records and adhere to the standards for health recordkeeping, HIPAA and 42 CFR Part 2 requirements.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application.)*
- **REQUIRED** to have one year professional behavioral health experience, with concentration in Chemical Dependency. Experience must show demonstrated ability to perform advanced assignments independently.
- **REQUIRED** to have a certification by the State of Oregon (ACCBO) as a Certified Alcohol & Drug Counselor I (CADC I). Out of state professionals must be able to acquire an Oregon Certification within six months of hire. *(Must submit copy of certification with application).*
- **REQUIRED** to, if in recovery, affirm in writing that employment performance has not been impaired by alcoholism/substance abuse over the past three (3) years.
- **REQUIRED** to be able to absorb, communicate and comply with the expectations and requirements of a variety of agencies.
- **REQUIRED** to model a clean and sober lifestyle both on and off the job.
- **REQUIRED** to be responsible, dependable, and maintain strict confidentiality.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by the Klamath Tribal Health & Family Services' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to submit to annual TB skin testing and adhere to KTHFS staff immunization policy in accordance with the Centers for Disease Control immunization recommendations for healthcare workers.
- **REQUIRED** to submit to and clear an alcohol/drug screen and random testing as per policy.
- **REQUIRED** to acquire and maintain BLS certification within 180 days of hire; strongly recommend certification within 90 days of hire, probationary period will be extended for a maximum of 180 days pending certification.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept the responsibility of a **mandatory reporter** of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or developmental disabilities or residents of nursing homes and

other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.

Preferred Qualifications:

- CADC II or CADC III is preferred.
- Previous work experience in a Tribal Health setting is preferred.
- High Education Degree in social service, addiction studies, or counseling/psychology is preferred.

Indian Preference:

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference*).

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit a Klamath Tribal Health & Family Services ***Application for Employment*** with all requirements and supporting documentation to:

**Klamath Tribal Health & Family Services
ATTN: Human Resource
3949 South 6th Street
Klamath Falls, OR 97603**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for “Indian Preference”.