



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: 12-03-18

CLOSE: 12-14-18

EXEMPT ____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: SUBSTANCE TREATMENT COUNSELOR (CIT)

RESPONSIBLE TO: Substance Treatment Supervisor

SALARY: GS-7 \$34,137 - \$44,371 Annual/Full Benefits
GS-8 \$37,810 - \$49,615 Annual/Full Benefits
GS-9 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 in Training (CIT) will continue developing in all areas of addiction counseling competencies in accordance with ACCBO certification standards. The Counselor in Training (CIT) will participate in didactic supervision, observation, skills training, reading, role plays, co-facilitate treatment groups. Upon the direction of the Substance Treatment Supervisor the CIT will provide coverage for various job duties required of certified Substance Treatment Counselors within the skill level of the CIT. The Counselor in Training (CIT) will maintain professional standards; follow the ethics and treatment policies of the Tribe, agency, federal, state, and local regulations. Ability to attend training is a condition of acceptance into the program.

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. Co-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 Substance Treatment 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 (CIT) is under the supervision of the Substance Treatment Supervisor. Work is assigned in terms of functional/organizational objectives. The supervisor assists with unusual situations that do not have clear precedents

During weekly supervision the Counselor in Training (CIT) shall meet with the Substance Treatment Supervisor a minimum of weekly to submit and review documentation of accrued supervision hours at which time the Substance Treatment Supervisor will sign off on all verifiable supervisory hours.

At the direction of the Substance Treatment Supervisor, the CIT will work in collaboration with certified substance treatment and mental health professionals. Through collaboration and co-facilitation with certified professionals in the field, the CIT will gain an array of knowledge and experience in various areas of counselor competencies. When the CIT has satisfactorily demonstrated skill and proficiency in specific areas of counselor competencies, the CIT will begin working independently in the identified area. The CIT's progress in the training plan will be reviewed a minimum of every 30 days to assure the CIT is adequately progressing towards satisfactorily obtaining certification as a CADC I. The CIT will submit all progress notes, treatment plans, status reports, discharge plans, summaries and letters to the Substance Treatment Supervisor to be reviewed and signed off before submitting to billing or community partners.

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 sign ACCBO's Ethic's Agreement as outlined by ACCBO's Certification Requirements.
- **REQUIRED** to have a minimum of two (2) years current sobriety.
- **REQUIRED** to progress toward certification by the State of Oregon (ACCBO) as a Certified Alcohol & Drug Counselor I (CADC I) in a timely manner as outlined by the Substance Treatment Supervisor; not to exceed two years.
- **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:

- Previous work experience in a Tribal setting is preferred.
- 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”.