

CHEMEHUEVI INDIAN TRIBE
P. O. Box 1976
Havasu Lake, CA 92363
Tribal Employment Rights Office (TERO)
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INDIAN PREFERENCE POLICY: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472).

(ASAP) Alcohol Substance Abuse Program Coordinator

STATUS: Permanent/Full-Time/Non-Exempt
DEPARTMENT: Health and Wellness Center
REPORTS TO: Health and Wellness Center Supervisor
SALARY RANGE: DOE @ 32 hours per week
CLOSES: **Open Until Filled**

Duties and Responsibilities:

- Maintain client records, case manage, set-up treatment plans, assess and treat individuals with mental, emotional, or substance abuse problems, including abuse of alcohol, tobacco, and/or other drugs. This includes children.
- Facilitate group activities in the community with participation, teaching communication skills, assertiveness training, self-esteem building, cultural and spiritual awareness, coping techniques, and setting up aftercare plans.
- Provide prevention and oriented workshops, activities for all ages. Activities may include individual and group therapy, crisis intervention, case management, client advocacy, prevention, and education.
- Coordinate care, set up support groups for client and families, anger management, and child and family team meetings.
- Document services provided and be able to track workload data.
- Be knowledgeable on budget constraints and how to track grant management.
- Other duties as assigned.

Qualifications:

- Possess a valid current and unrestricted substance abuse certification or current licensure in the substance abuse field.
- At least two years experience in counseling with chemically dependent individuals and/or families (including children), application in assessment, diagnosing and treatment planning for substance use disorders throughout the continuum of care, psychopharmacology, ethics, co-occurring disorders, working with diverse individuals and groups, and service coordination experience, working with Native American cultures a plus.
- Knowledgeable of treatment techniques appropriate to substance abuse.
- Proficient in writing professional reports and good public speaking skills.
- Able to interpret Federal (Indian Health Services), State, local and accreditation rules, regulations and standards as they apply to substance abuse treatment.

Other Requirements:

- Adhere to Drug-Free Workplace Policy - Pre-employment testing required.
- Valid Driver's License with a good driving record.
- Ability to travel when required
- Pass BIA Background Clearance Check.
- Ability to work flexible schedule, evenings and some weekends.