



Oglala Lakota Division of Behavioral Health

Building Systems of Health & Wellness for the Oglala Sioux Tribe

Position Posting

Position Title	Compensation	Position Type
Counselor Aide (CA)	<i>Based on Qualifications</i>	Full-Time (All shifts)
Reports To	Location(s)	Full-Time Benefits
Treatment Coordinator	Swett, South Dakota	<ul style="list-style-type: none">• Health Insurance• Dental & Vision Coverage• Holiday & PTO• Workers Comp

Position Description

Overview

The Counselor Aide (CA) assists the treatment team in detox, residential, and outpatient treatment settings. Within the detox and residential programs, the CA is primarily responsible for the supervision of clients during routine daily activities and special events. The CA coordinates life skills, educational, recreational, and other non-clinical services to enhance the overall quality of services clients receive. The CA provides supervision to clients 24 hours a day/7 day a week. CAs work shifts as assigned by a direct supervisor or the Treatment Coordinator. Typical shifts are 8 am-4:30 pm, 2 pm-10 pm, and 10 pm-8 am. In the outpatient programs, a CA assists clients with the admission process, provides data entry, organizes client files, assists with the arrangement of services, and may help a counselor facilitate large groups.

Responsibilities & Duties

Administrative

1. File client data in accordance with Division policies and procedures. The Oglala Lakota Division of Behavioral Health (OL-DBH) has precise procedures for filing client electronic and hardcopy records which must be adhered to consistently.
2. Document client activities, medication dispersals, and services using OL-DBH's data management system in a manner that is timely and accurate.
3. Assist primary Counselors/Case Managers with the preparation and completion of client files, which includes data entry.
4. Participate and report for all shift changes.
5. Complete required documentation for client admission, discharge, referral, and continued care.

Technical

1. Maintain familiarity with the current body of behavioral health/public health literature related to alcohol, commercial tobacco, and substance abuse.
2. Supervise and monitor detoxification and residential clients at all times during duty hours.
3. Facilitate educational and life skill groups for clients as directed.
4. Utilize appropriate processes to screen and assess individuals for addiction and mental health issues.
5. Assist in the coordination of behavioral health services that are deemed to be the most appropriate for the client.
6. Assist promotion of OL-DBH programs and services during community informational special events and training.

Additional Client & Public Services

1. Transportation of clients for appointments, Division-sanctioned activities, and agency referrals.
2. Attend all in-service training, staff meetings, and other training as assigned
3. Prepare and deliver information related to the health, economic, and social consequences of alcohol, commercial tobacco, and other drug abuse.
4. Maintain the professional code of ethics described in the Standards Manual of the South Dakota Board of Addiction and Prevention Professionals (BAPP).
5. Perform all other duties as assigned by the direct supervisor or Executive Director.

Requirements & Knowledge

1. Must maintain abstinence from alcohol and other drugs throughout employment.
2. Must be able to perform physical labor.
3. Must have a basic understanding of how Lakota culture, values, and worldview can be used to promote alcohol and drug abstinence and healthy lifestyle choices.
4. Must participate in all required clinical staff development training and work with the direct supervisor to negotiate an individualized professional development plan.
5. Must have functional knowledge of Microsoft Office suite software, including Word, PowerPoint, Publisher, and Excel.
6. Must have written and verbal communication skills.
7. Must adhere to confidentiality regulations under 42 CFR Part 2 and the Health Insurance Portability & Accountability Act (HIPAA).
8. Must be assertive and use good judgment when involved in situations that may be emotionally intense.
9. Must be able to respond to any client emergency during work/duty hours.
10. Must abide by all OL-DBH policies and procedures.
11. Must complete negative drug screening and two (2) 2-step TB skin tests.
12. Must complete OL-DBH Basic First Aid & CPR training within 3 months of hire if not previously certified.

Qualifications

1. Must have obtained a High School diploma or GED certificate.
2. Must have a minimum of one (1) year of continuous abstinence from alcohol and other drugs prior to hire, with two (2) letters of personal reference required. Reference letters should attest to the character and sobriety of the candidate.
3. Must demonstrate competence working with members of the Oglala Sioux Tribe.
4. Must be patient, positive, and friendly to clients, the public, and co-workers.
5. Must have a valid driver's license and self-insured.
6. Must have no prior felony convictions in the last five (5) years.
7. Must have no misdemeanor convictions in the past one (1) year. (Excluding minor traffic violations)

How to Apply

Applications can be downloaded via our website or picked up at the address below. Completed applications can be mailed or dropped off at the address listed below or uploaded to our website.

It is the applicant's responsibility to ensure that his/her application is received by OL-DBH by the closing date. Please visit our website for additional contact information regarding any questions regarding the application process or to review the status of an application.

Drop off Applications & Resumes to:

Oglala Lakota Division of Behavioral Health
Attn: Human Resources
PO Box 5074
Pine Ridge, SD 57770

Upload Applications & Resumes to:

<https://oglalahealth.org/join-our-team>