



# Oglala Lakota Division of Behavioral Health

Building Systems of Health & Wellness for the Oglala Sioux Tribe

## Position Posting

Position Title	Compensation	Position Type
Addiction Counselor	<i>Based on Qualifications</i>	Full-Time Employment
Reports To	Location(s)	Full-Time Benefits
Treatment Coordinator	Pine Ridge, South Dakota Swett, South Dakota Whiteclay, Nebraska	<ul style="list-style-type: none"><li>• Health Insurance</li><li>• Dental &amp; Vision Coverage</li><li>• Holiday &amp; PTO</li><li>• Workers Comp</li></ul>

### Position Description

#### Overview

The Addiction Counselor is a behavioral health professional who can demonstrate proficient knowledge, skills, and abilities related to the twelve core functions of substance abuse counseling. The Addiction Counselor has successfully obtained certification (CAC) or a license (LAC) through the South Dakota Board of Addiction and Prevention Professionals (BAPP) and is expected to independently meet all requirements to maintain certification and/or licensing throughout employment. The Addiction Counselor administers counseling services among youth and adult populations residing on the Pine Ridge Reservation.

#### 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 counseling services using OL-DBH's data management system in a manner that is timely and accurate.
3. 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. Utilize best and promising practice interventions to guide the facilitation of group and individual counseling sessions.
3. Utilize appropriate processes to screen and assess individuals for addiction and mental health issues.
4. Assist in the coordination of individualized behavioral health services that are deemed to be the most appropriate for the client.
5. Make regular progress on academic work required to maintain certification as demonstrated by documentation of successful course completion.

##### 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 demonstrate expert knowledge, skills, and abilities related to the 12 core addiction counselor functions.
2. Must maintain abstinence from alcohol and other drugs throughout employment.
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 and/or Executive Director 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 strong written and verbal communication skills. The amount of writing required of Addiction Counselors and Trainees is considered moderate to high.
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. Bachelor's degree in social science (psychology/sociology), social work, and human service majors preferred. ***Bachelor's Degree required.***
2. Certified Addiction Counselor (CAC), Licensed Addiction Counselor (LAC), or qualified mental health professional (QMHP) from any state or tribal credentialing body preferred. If not currently certified or licensed must obtain within six months from the date of hire.
3. Must have a minimum of one (1) year 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.
4. Must demonstrate competence working with members of the Oglala Sioux Tribe.
5. Must be patient, positive, and friendly to clients, the public, and co-workers.
6. Must have a valid driver's license and self-insured.
7. Must have no prior felony convictions in the last five (5) years.
8. 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://oglahealth.org/join-our-team>