

FORT BELKNAP INDIAN COMMUNITY
656 AGENCY MAIN ST.
HARLEM, MT 59526

TITLE: Licensed Addition Counselor

STATUS: Full time

PROGRAM: Aaniiih-Nakoda Integrated Behavioral Health-Chemical Dependency (ANIBH/CDC)

SALARY: Negotiable, No more than budgeted

DEPARTMENT: Tribal Health Department

SUPERVISION RECEIVED: Clinical Psychologist Program Manager/CDC Supervisor; under the Director of the FBIC Tribal Council, Chief Administrative Officer, Health Board, Tribal Health Director, Chief Health Officer

SUPERVISION EXERCISED: None

GENERAL DESCRIPTION: Provide chemical dependency assessment, diagnosis, and psychotherapy utilizing a range of therapeutic techniques, to include culturally appropriate and specific modalities to the needs of adolescents, adults, and the elderly. Provide a full range of therapeutic services for patients with substance use and co-occurring disorders. Collaborate with primary care provider, behavioral health provider, and/or other health professionals in order to develop accurate treatment plan for substance use and co-occurring conditions. Participate in quality improvement activities, audits, chart reviews, and plan for improving performance of ANIBH/CDC Program overall. Participate in program development for overall quality improvement of the program, including researching and implementing best practices in patient services provided within the ANIBH/CDC Program. Provide indirect/direct case management and patient care support within the community. Provide crisis management of patients, to include afterhours 24/7 on-call consultation services to assess suicide severity in identified patients through the ANIBH/CDC Program.

DUTIES AND RESPONSIBILITIES:

- Complete chemical dependency (CDC) assessments and interpretations based on biopsychosocial evaluations, assessment measures, structured clinical interviews, and individual/group therapy sessions, including utilizing the Addiction Severity Index (ASI) for youth (i.e., 12-17 y/o) and adults.
- Offers clinical services utilizing the American Society of Addiction Medicine (ASAM) levels .05 (prevention and education), 1.0 (outpatient) 2.1 (Intensive Outpatient), Assessment, Course, and Treatment (ACT) classes and Minor in Possession (MIP) services.
- Complete necessary referrals, upon patient's completion of the ASAM assessment criteria, for patients requiring residential treatment services for ASAM levels 2.5 (Partial Hospitalization), 3.1 (Clinically Managed Low-Intensity Residential), 3.5 (Clinically Managed High-Intensity Residential), and 3.7 (Medically Monitored High-Intensity Inpatient).
- The ANIBH/CDC Program finds it necessary to address prevention at an early age by providing prevention activities at the local schools. This includes providing activities such as, Underage drinking issues, addressing bullying, Self Esteem, Question Persuade Refer (QPR) and Safe Talk, along with wrap around activities, one on one counseling, etc.
- Provide treatment for a wide range of substance use and co-occurring disorders using a variety of therapy modalities for youth (i.e., 12-17 y/o) and adults.
- Provide individual and group therapy on an acute and situation specific basis, utilizing a broad range of treatment techniques, with primary focus on alcohol/drug and co-occurring related problems. This includes maintain compliance with CDC intensive outpatient program (IOP) standards. LAC clinical provider is required to maintain, scheduled, a minimum of 3x weekly appointments for patients with a minimum of 6-9 hours of clinical treatment services.
- Provide evaluation and initial treatment in complex cases involving the probability of substance use/abuse and co-occurring disorders, with placing referrals for any additional mental illness disorders to a Behavioral Health Clinical Provider.
- Recognize and address substance use and co-occurring disorders using the bio-psycho-social model. LAC clinical provider will work with patients to establish rapport building that will assist the patient in understanding, appreciating, complying with the philosophy, policy and expectations of the ANIBH/CDC Program.

- The ANIBH/CDC Program finds it necessary to address co-occurring disorders with tribal mental/behavioral health services as well as external collaboration with other professional service providers. This includes the Indian Health Services (IHS) and ANIBH/CDC Program. LAC clinical provider will complete necessary referrals to a Behavioral Health Clinical Provider to address mental health disorders and/or co-occurring disorders.
- Provide effective triage of persons in need of referral to higher levels of behavioral health care as appropriate, such as a referral to another Behavioral Health Clinical Provider and/or IHS ER. This includes completing crisis intervention and/or suicide severity risk assessments, with consultation of a Behavioral Health Clinical Provider.
- Collaborate with other professional healthcare providers to evaluate medical and physical condition of patients, including a multidisciplinary team regarding therapeutic approaches to master individual treatment plans.
- Formulate and create individualized interventions, treatment and management plans for patients in accordance with Indian Health Services (IHS), Part 3, Chapter 18-Alcohol/Substance Abuse. This includes working with an intake committee (i.e., made of two members from different disciplines) in establishing patient treatment plans.
- Provide treatment plan reviews in accordance with Indian Health Services (IHS), Part 3, Chapter 18-Alcohol/Substance Abuse & Montana Administrative Rules of Montana (ARM), Minimum Standards for Chemical Dependency Facilities, 37.106.14. This includes a formal treatment plan update every 90 days from admissions into the CDC Program, and treatment plan reviews during therapy sessions as necessary, or a minimum of every 14 days.
- Assists patients in developing aftercare plans prior to discharge from inpatient/IOP/OP, including vocational goals, education, training opportunities, aftercare support services, living arrangements, and resource identification.
- Assess patient's potential risk to self/others or property, when determining mental health and social needs, while performing interventions.
- Interact with patients and other parties regarding performing interventions in culturally appropriate, trauma informed approaches. This includes establishing and maintaining quality liaisons with agencies, community groups, and other resources whose services are instrumental to the patient.
- Employ various treatment methods such as therapy, cognitive behavioral therapy, stress reduction therapy, mindfulness, or cognitive therapy, which best serve patient process and outcome needs.
- Measure effectiveness of interventions and implement changes where required.
- Participate in weekly staffing meetings with other professional staff members for the purpose of program and/or patient services.
- Conducts self in a professional and ethical manner at all times. Will adhere to all state, federal, and tribal legal and ethical standards as a clinical professional.
- LAC clinical provider will provide and/or sponsor a variety of different classes and group topics necessary for substance use treatment for patients. This includes DUI classes, AA/NA groups, Alcohol/Drug Education, Addiction Cycle Education, Early relapse prevention skills and planning, cultural groups, etc.
- Ensure the maintenance and safe storage of accurate program and electronic patient records, and all other pertinent documents. This includes the proper scanning of patient records into their EHR chart.
- Maintain confidentiality of patient's treatment and records in accordance with HIPAA. Participate in the clinical training seminars and mentoring of trainees, interns, and volunteers on site.
- LAC clinical provider will actively engage and administer patient satisfaction survey with each establish patient. Data from satisfaction survey must be submitted to Clinical Psychologist Program Manager/CDC Supervisor and/or Chief Health Officer.
- LAC clinical provider will complete required charting in the electronic health records (EHR) system, AccuCare, for each patient associated with the CDC program in compliance with the current standards for electronic EHR charting. This includes that 85% of the note is completed within 24 hours of the patient visit.
- Ensure accurate completion of clinical notes that is in compliance with the necessary information required for the Billing/Coding Department to submit bill sheets of completed visits.
- LAC clinical provider will maintain a minimum of 12 visits with patients on a weekly basis with a maximum of 34 visits with patients.
- LAC clinical provider will maintain all patients scheduled for appointments in the AccuCare scheduler, and update this in a real-time basis. Will schedule patients independently as needed in addition to the Office Manager scheduling appointments.
- LAC clinical provider will participate in semi-annual peer review and quarterly quality assurance review.

- The Chemical Dependency Program provides referral services to all levels of inpatient care (i.e., 3.5 – 3.7 clinically/medically monitored residential treatment care). LAC clinical provider will assist in arranging transportation to and from care for identified patients to inpatient substance use treatment.
- Assist with established patients requiring transportation by obtaining patient name, date of birth, insurance coverage, and any other necessary documentation required by inpatient substance use treatment facility (i.e., CDC evaluation, medical release form/physical, TB test, personal identification document such as state issued driver's license and/or tribal identification, etc.). LAC clinical provider is to document the need for transportation in the patient's electronic medical chart through a chart review note.

EDUCATION:

- Option 1: Received an associate of arts degree in alcohol and drug studies, addiction, or substance abuse from an accredited institution or
- Option 2: Received an associate's degree other than those listed in Option 1 from an accredited institution which has a minimum of: a. six credit hours in human behavior, sociology, psychology, or a similar emphasis; b. three credit hours in psychopathology or course work exploring patterns and courses of abnormal or deviant behavior; and c. nine credit hours in counseling, six of which must be in group counseling and three in the theory of counseling.
- Option 3: Received a baccalaureate or advanced degree in alcohol and drug studies, psychology, sociology, social work, or counseling from an accredited institution.
- Option 4: Received a baccalaureate or advanced degree other than those listed in Option 3 from an accredited institution which has a minimum of: a. six credit hours in human behavior, sociology, psychology, or a similar emphasis; b. three credit hours in psychopathology or course work exploring patterns and courses of abnormal or deviant behavior; and c. nine credit hours in counseling, six of which must be in group counseling and three in the theory of counseling
- The above options are the minimum educational requirements for Montana LAC licensure [MCA 37-35-202]

*Included with and/or in addition to the degree requirement in (1), educational course history must include a minimum of 330 contact hours of addiction courses in the following areas. Note that for purposes of college credits, 1 semester credit equals 15 hours and 1 quarter credit equals 10 hours. [ARM 24.219.5006]

- 60 hours - chemical dependency assessment and patient placement (must include chemical dependency assessment, biopsychosocial testing, diagnosis, referrals, and patient placement)
- 90 hours - counseling
- 30 hours - pharmacology (must include drug classification, effects, detoxification, and withdrawal)
- 10 hours - ethics
- 30 hours - alcohol and drug studies
- 30 hours - treatment planning and documentation
- 20 hours - multicultural competency - knowledge of and sensitive to the cultural factors and needs of diverse populations and demonstrate competency in applying culturally relevant skills;
- 30 hours - co-occurring disorders
- 30 hours gambling/gaming disorder assessment and counseling.

REQUIREMENTS:

- Currently holding a professional license in any state, such as Licensed Addiction Counselor (LAC), or equivalent, and/or this is in progress. If LAC licensure is in-progress, must be currently holding a professional Addiction Counselor Candidate (ACLC) licensure.
- If LAC licensure is in-progress **and** the candidate has already achieved the 1000 hours of supervised addiction counseling experience, all LAC licensure requirements must be completed and submitted for approval with the Montana Board of Behavioral Health within 12 months of the initial date of hire. This includes completing the necessary education/coursework outlined above. In addition, passing one of the following exams:
 - Option 1 – National Association of Alcoholism and Drug Abuse Counselors Certification Commission (NCC) Level 1 or Level 2 exam;
 - Option 2 – Northwest Certified II or III exam;
 - Option 3 – Southwest Certification II exam; or
 - Option 4 – International Certification and Reciprocity Consortium (IC&RC) Alcohol and Drug Counselor (ADC) examination or Advanced Alcohol and Drug Counselor (AADC) exam.

- If LAC licensure is in-progress **and** the candidate has already achieved the 1000 hours of supervised addiction counseling experience, candidate is required to complete and successful pass one of the following exams listed above within the 12-month time frame of the initial date of hire. Candidate will have up to 3 attempts to successful pass the licensure exam within that 12 months. The ANIBH/CDC Program will cover the cost of the examine on the first attempt only. The candidate is responsible for any additional attempts to complete the exam if unsuccessful the first attempt. *Candidate will be subject to immediate termination if unsuccessful with passing the licensure examine within the 12-months' time frame of initial hire **and** the 3 attempts in taking the exam.
- If LAC licensure is in-progress **and** the candidate has **not** already achieved the 1000 hours of supervised addiction counseling experience, candidate is required to complete and successful pass one of the following exams listed above within 18-month time frame of the initial date of hire. Candidate will have up to 3 attempts to successful pass the licensure exam within that 18 months. The ANIBH/CDC Program will cover the cost of the examine on the first attempt only. The candidate is responsible for any additional attempts to complete the exam if unsuccessful the first attempt. *Candidate will be subject to immediate termination if unsuccessful with passing the licensure examine within the 18-months' time frame of initial hire **and** the 3 attempts in taking the exam.
- If LAC licensure is in-progress, the ANIBH/CDC Program will provide the necessary 1,000 hours of supervised addiction counseling experienced in compliant with the ARM 24.219.5008, 24.219.5010, if required. Mandatory individual/group (i.e. staff meetings) supervision meetings will be scheduled in accordance with the ARM 24.219.5008, in which supervision must occur in a 20:1 ratio of client contact hours to supervision, and must include group supervision, individual supervision, and 10 hours of direct observation.
- If LAC licensure is in-progress, the candidate will remain under probationary status, as defined by the FBIC Policies and Procedures Manual, until full LAC licensure status is granted by Montana Board of Behavioral Health.
- If LAC licensure is in-progress, the ANIBH/CDC Program will cover the cost of the application fee for the LAC licensure.
- If LAC licensure is established and/or LAC licensure is in-progress and the candidate has already achieved the 1000 hours of supervised addiction counseling experience, the candidate is required to complete mandatory supervisory oversight by a senior Clinical Provider, determined by the Clinical Psychologist Program Manager/CDC Supervisor, for a minimum of 6 months. Regular progress evaluations will be completed by the Clinical Psychologist Program Manager/CDC Supervisor to determine if the candidate meets expectations for practicing independently and/or if additional time is required to meet expectations. Clinical competencies checklist is available to determine in candidate meets expectations determined by the Clinical Psychologist Program Manager/CDC Supervisor.
- Must maintain licensure requirements, per the Montana state guidelines, on an annual basis.
- Must be currently billable as a licensed provider.
- If holding an out-of-state addiction/drug counselor licensure, must be eligible to transfer licensure to Montana within (6) months of employment.
- Must maintain HIPAA and Privacy training yearly.
- Must maintain compliance with ANIBH/CDC Program Policies of establishing (2) years sobriety upon hire and maintaining sobriety throughout employment with FBIC.
- Maintain Montana licensure LAC continuing education (CE) requirements of obtaining 20 CEs annually with a minimum of 2 hours must relate to suicide prevention.
- Experience with providing chemical dependency (CDC) assessments and the treatment of wide range of substance use disorders of varying severity and complexity.
- Proficient with planning/performing evidenced-based therapies, training, and supervision.
- Awareness of current developments in the area of substance use and practice.
- Ability to maintain and complete electronic clinical documentation consistently in a timely manner.
- Must undergo a pre-employment background check and must be credentialed.
- Must adhere to all FBIC Policies, specifically Motor Vehicle, Travel, Drug/Alcohol, Code of Ethics, Social Media Policies, etc.
- Attend mandatory meetings assigned per the Clinical Psychologist Program Manager/CDC Supervisor. Submit monthly and annual reports as required.
- Timelines- adhere to all time lines set by the funding agency and THD.
- Long term goals-outcomes- plan and establish goals for increased revenue and patient care.
- Short Term Goals and outcomes- plan and establish goals for increased revenue and patient care.

- Strategic planning to increase services and level of care.
- Follows line of authority and adheres to the ANIBH/CDC program organizational flow chart.
- Promotes Medicaid services to patients and makes necessary referrals to third-party billing department.
- Must complete an annual physical by a medical professional to ensure there are no medical issues that may interfere with employee performance.
- A current, active, valid and unrestricted clinical license to practice mental health services independently from a U.S. State, the District of Columbia, Commonwealth, territory or jurisdiction is required.
- Ensures that health services are delivered in a manner consistent with funding agencies requirements, applicable state and federal laws and regulations and tribal policies.

SPECIAL CONDITIONS:

- Must assist with ANIBH/CDC Program procedures and daily duties as requested/assigned by Clinical Psychologist Program Manager/CDC Supervisor.
- Must possess a valid Montana State driver's license be eligible at a reasonable and ordinary cost of inclusion with the Master Insurance Policy.
- Must never have been convicted of a felony. Is under the policy and procedures of the ANIBH/CDC Program as they pertain to abstinence from alcohol and other illegal substance use while employed.
- Able to demonstrate wellness and commitment to role modeling a drug and alcohol free lifestyle to native youth and families.
- Must possess/maintain CPR/First AID with a BLS certificate.
- May be subject to work in an environment that are conducive to high levels of stress.
- May be exposed to chemical, disinfectants, cleaners, etc.
- May be exposed to unpredictable behaviors.
- Tasks and procedures performed may subject candidate to direct contact with blood and other bodily fluids for with universal safety precautions must be applied.
- Must be available to assist in transporting patients to and from activities sponsored by the ANIBH/CDC Program and/or patient services (i.e., individual/group outpatient therapy). May be asked to assist in transporting patients to inpatient residential substance use treatment.
- Must have experience in performing telehealth services.
- Performance of duties require during business hours, unless otherwise specified by the Clinical Psychologist Program Manager/CDC Supervisor for alternative working hours (i.e., 7:00 am – 4:00 pm; scheduling after-hour groups/program sponsored events).
- Must maintain a positive and collaborative working environment with all ANIBH/CDC and FBIC staff members and/or other organizations/entities, patients, family members, and community members.
- Must never have been convicted of a felony, will subject to, and must comply with the Fort Belknap Community Council Substance Abuse Prevention-Drug/Alcohol free and Drug and Alcohol Testing Policy.
- Must submit to a background check, which includes criminal history and work history.
- Must complete FBIC necessary credentialing and privileging process, with letter of authorization to conduct patient care.
- Incumbent must follow strict confidentiality and maintain HIPPA/Privacy Certification and 42 CFR.
- Indian/Veteran Preference Policy Applicable.
- Equal Opportunity Employer.
- Other duties as assigned.
- This job description is subjected to be change/updated at any time by the Clinical Psychologist Program Manager/CDC Supervisor, Chief Health Officer, and/or Tribal Health Director.

Immigration reform and Control Act: requires that all individual appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.