

**Fort Belknap Indian Community
Fort Belknap Agency
656 Agency Main Street
Harlem, Montana 59526
(406) 353-4175/353-4376
(406) 353-4771**

TITLE: Licensed Addiction Counselor

STATUS: Permanent-Full-time

DEPARTMENT: Tribal Health Administration

SALARY: Negotiable

PROGRAM: Chemical Dependency

LOCATION: Fort Belknap Agency

POSITION STATEMENT:

This position is designed for Certified Chemical Dependency Counselors who are in good standing with either Northwest or State Certification Department. This position is expected to perform all of the functions of a chemical dependency counselor and adhere to the professional ethics for certified counselors.

INTRODUCTION:

Function as a member of a multidisciplinary treatment team. This position is responsible for conducting Chemical Dependency Evaluations. This position is responsible for conducting therapeutic activities in the Outpatient Program. Will provide individualized counseling services for assigned patients. Will develop master/Individualized treatment plans for each client, conduct one on one counseling sessions, conduct lectures, staffing of clients write reports and all other necessary documentation. Also, conduct family counseling sessions and updates plans. Will interact directly with clients as a focal counselor.

MAJOR DUTIES:

Maintains a minimum caseload of 10 clients

Conducts individual, group counseling sessions with primary focus on alcohol and drug related problems

Helps clients plan their treatment goals and makes periodic revisions when necessary with clients

Assists patients developing aftercare plans prior to discharge from Inpatient/IOP/OP, including vocational goals, education, training opportunities, aftercare support services, living arrangements and resource identification

Confers with multidisciplinary team regarding therapeutic approaches to master/individual treatment plans and case management

Establishes and maintains quality liaisons with agencies, community groups and other resources whose services are instrumental to the patients.

Conducts self in professional and ethical manner at all times

Counselor will maintain strict confidentiality of information and adhering to State, Federal and Tribal Policies

Documents all required AccuCare and CDMIS, SAMS, ADIS forms and documentation required by IHS Chapter 18, Tribal Agencies and State of Montana ARM.

Maintains documentation "Weekly" of progress notes, treatment plans and staffing notes

Maintains computerized (AccuCare) treatment plans for clients updating as necessary

Works with clients to establish rapport building that will assist the patient in understanding appreciating, complying with the philosophy, policy and expectations of CDC Program

Follows lines of authority under the Policies and Procedures of the Fort Belknap Chemical Dependency Program

Is under the policy and procedures of the Fort Belknap Chemical Dependency Program as they pertain to abstinence from alcohol and other chemicals while employed

Participates in community presentations and activities/projects as assigned, provide transportation according to program policy as assigned. Including assist with training counselors

III . FACTORS:

Knowledge required by the position

- 1. Knowledge of theories, concepts, principles and techniques of culturally specific chemical dependency treatment for Native Americans in order to serve as focal counselor**
- 2. Must be State of Montana certified or Northwest and/or certifiable at time of interview. Documentation must accompany application or will be considered ineligible**
- 3. Knowledge of therapeutic counseling skills in the treatment of Chemical Dependency**
- 4. Knowledge of appropriate local and other resources needed to provide effective chemical dependency services to the patients**
- 5. Knowledge of documenting client's progress through case management skills as it relates to master/individual treatment plan of the client**

DESIRED QUALIFICATIONS:

Received a baccalaureate or advanced degree 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 Experience working with chemical dependent clients

Indian Preference, enrolled member of the Assiniboine or Gros Ventre Tribes

MINIMUM REQUIREMENTS:

6. Must be CPR/First Aid certified within one year of employment
7. Must have valid Montana driver's license
8. Must comply with drug/alcohol free Tribal Policy
9. Immigration Reform and control Act requires all individuals appointed to position to provide documentation of employment eligibility

SUPERVISORY CONTROLS:

Under the direct supervision of the Fort Belknap Chemical Dependency Program Clinical Coordinator. Functions as a member of a multidisciplinary team responsible for helping the facility's clients rehabilitate themselves. Program Manager defines priorities and goals in the form of general objectives and provides specific structure for incumbent to work within. Incumbent independently schedules client assignments. Program Manager provides review of completed work checking for conformity with established program policy and time lines. Manager will assist in the form of consultation and case management review with incumbent.

GUIDELINES:

Includes DHSS, IHS Chapter 18, and State of MT ARM Codes and regulations, program contracts and written policy statements, 42CFR, regarding clients' confidentiality, must be understanding and adhere to at all times

COMPLEXITY:

Responsible as a member of a multidisciplinary team for providing focal counseling services to the patient assigned. This position requires that the incumbent provide culturally appropriate

assessment, treatment planning, aftercare planning, as well as one to one and sessions and lectures. Provides case management for assigned clients and interacts as a member of the multidisciplinary team.

SCOPE AND EFFECT:

Purpose of this position is to provide direct patient services which include the following: Counseling, lectures, treatment planning, staffing, aftercare planning, referrals and written treatment summaries, diagnosis and documentation as related to client care. Directly impacts quality of client care and services.

PERSONAL CONTACTS:

With programs and treatment unit personnel, patients appropriate resources in community as it relates to client care, with Tribal members and other health care professionals, representatives of programs which provide Inpatient treatment, aftercare or other resources to client, social service agencies and services that relate to client care in or after treatment, contact with client and their families and general public.

PURPOSE OF CONTACTS:

The primary purpose of contacts is for the provisions of direct client services which would facilitate the effective treatment of assigned clients including referral to Inpatient, Intensive Outpatient/Outpatient, aftercare, and working with client's family or significant other.

Reviewed by supervisor: _____ Date: _____

Employee signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____