

RE-ADVERTISED

Vacancy Announcement #16-131

Position: Addiction Counselor
(Non-exempt)

Salary: Grade Level 27/0
(\$38,106 per annum)

Program: Anpetu Luta Otipi

Location: Pine Ridge & Kyle, So. Dak.

Opening Date: November 6, 2017
Closing Date: November 20, 2017

General Description of Duties:

The Addiction Counselor is a behavioral health professional that 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 the duration of employment. The Addiction Counselor administers counseling services among populations of both youth and adults residing on the Pine Ridge Reservation.

Specific Duties:

Administrative

1. File client data in accordance with program policies and procedures. Anpetu Luta Otipi (ALO) has very specific procedures for filing client electronic and hardcopy records which must be adhered to consistently.
2. Document counseling services using ALO'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.

Other Client and Public Services

1. Transportation of clients for appointments, program sanctioned activities, and to referral agencies.
2. Participate in weekly client staffings.
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 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 program director.

Requirements and Knowledge:

1. Must have a minimum of two years continuous abstinence from alcohol and other drugs prior to hire and maintain sobriety throughout the duration of employment.
2. Must demonstrate expert knowledge, skills, and abilities related to the 12 core addiction counselor functions.
3. Must have a basic understanding 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 Clinical 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 strong written and verbal communication skills. The amount of writing required of Addiction Counselor Trainees is considered moderate to high.
7. Must adhere to confidentiality regulations in accordance with 42CFR and HIPPA.
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 Anpetu Luta Otipi program policies and procedures
11. Must take and pass a physical exam and TB skin test within the 90 day probation period after being hired.

Qualifications:

1. Must possess a Bachelor's Degree from an accredited institution of higher education. Social science (psychology/sociology), social work, and human service majors preferred however all four-year degrees will satisfy the requirement.
2. Must be a Certified Addiction Counselor (CAC), Licensed Addiction Counselor (LAC), or qualified mental health professional (QMHP) in the state of South Dakota.
3. **Must obtain two (2) letters of professional reference** that affirm: 1. Satisfactory work history; and 2. Satisfactory knowledge, skills, and abilities in behavioral health. (A professional reference should come from someone who has knowledge of your work history and can attest to the quality of your work.)
4. Must have a valid driver's license and be insurable under the Oglala Sioux Tribe's Vehicle Insurance plan.
5. Must have no prior felony convictions in the last five years.
6. Must have no misdemeanor convictions in the past one (1) year. (excluding minor traffic violations)

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

Notice:

"Applicants tentatively selected for positions with the Oglala Sioux Tribe will be required to submit to screen for illegal drug use prior to appointment. Appointment to the positions will be contingent upon a negative drug test result."

In accordance with OST Ordinance 90-12 and 91-01, record checks will be done on those individuals applying for positions requiring working with children.