

## RE-ADVERTISED

### Vacancy Announcement #17-078

Position: Treatment Coordinator  
(Non-exempt)  
Salary: Grade Level 22/0  
(\$32,084 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 Treatment Coordinator is a behavioral health professional that utilizes his/her technical knowledge, skills, and abilities to promote healthy lifestyle choices and freedom from harmful addictions. The Treatment Coordinator is responsible for utilizing **Anpetu Luta Otipi's** unique philosophical paradigm/theory of change to plan and implement a continuum of services aimed to curb the abuse of alcohol, commercial tobacco, and other drugs (ATOD's). The current services administered by the program include: prevention education; alcohol and drug screening and diagnostics; early intervention, outpatient treatment, residential treatment, and recovery support. The Treatment Coordinator develops and manages staffing schedules that meet programming needs and maximize public access to competent addiction services.

The Treatment Coordinator provides training, technical assistance, and supervision for team members in order to develop organization capacity within the 12 core counseling functions. The Treatment Coordinator must possess a firm understanding evidence-based practice and the contemporary behavioral health literature. The Treatment Coordinator will work with evaluation/epidemiology team to collect relevant evaluation data to determine the short and long term impacts of Anpetu Luta Otipi. While the majority of work will be related to providing direct services to clients, the Treatment Coordinator must develop a general understanding of public health strategies demonstrated to curb commercial tobacco, alcohol, and drug use at a population level. The Treatment Coordinator will be required to obtain certain licensing and must participate in continued on-going training in order to maintain employment.

#### Specific Duties:

##### **Administrative**

1. Supervise the filing of 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. Supervise the documentation of addiction counseling services using ALO's data management system in a manner that is timely and accurate.

3. Supervise the completion of required documentation for client admission, discharge, referral, and continued care.
4. Manage staffing schedules in order to maintain consistent addiction treatment services.

##### **Technical**

1. Become familiar 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. Supervise client case management within outpatient and/or residential programs to ensure that each client entering a treatment program receives a healing plan, aftercare plan, and appropriate progress notation charting each client's success.
4. Ensure the utilization of appropriate processes to screen and assess individuals who are being considered for admission to ALO's addiction-related services or who are thought to have a substance abuse disorder.
5. Supervise the coordination of individualized addiction-related services that are deemed to be the most appropriate for each client.
6. Conduct weekly quality assurance reviews of client case files.
7. Make regular progress on academic work required for 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. Lead weekly "client staffings" where client case management concerns are discussed.
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 clinical director and program director.

##### **Requirements and Knowledge:**

1. Must demonstrate expert knowledge, skills, and abilities related to the 12 core addiction counselor functions.
2. Must have a basic understanding how Lakota culture, values, and worldview can be used to promote alcohol and drug abstinence and healthy lifestyle choices.
3. Must participate in all required clinical staff development training and work with the Clinical Supervisor to negotiate an individualized professional development plan.
4. Must have functional knowledge of Microsoft Office suite software including Word, PowerPoint, Publisher, and Excel.
5. Must have strong written and verbal communication skills. The amount of writing

required of Treatment Coordinator is considered moderate to high.

6. Must adhere to confidentiality regulations in accordance with 42CFR and HIPPA.
7. Must be assertive and use good judgment when involved in situations that may be emotionally intense.
8. Must be able to respond to any client emergency during work/duty hours.
9. Must abide by Anpetu Luta Otipi program policies and procedures.
10. Must take and pass a physical exam and TB skin test.

##### **Qualifications:**

1. Must possess either: 1. A Bachelor's Degree in social work, human services, or other related behavioral health field and 5 years' work experience with the 12 core functions of addiction counseling; or 1. A High School Diploma/GED and 16 years' work experience with the 12 core functions of addiction counseling.
2. Must be a Licensed Addiction Counselor (LAC) or Certified Addiction Counselor (CAC) in good standing with the state of South Dakota Board of Addiction and Prevention Professionals.
3. Must obtain **two (2)** letters of professional reference that affirm: 1. Satisfactory work history; and 2. Satisfactory knowledge, skills, and abilities in the 12 core function. (A professional reference should come from someone who has knowledge of your work history and can attest to the quality of your work. The most appropriate reference letters would come from an individual that has provided clinical supervision.)
4. Must have a valid driver's license and be insurable under the Oglala Sioux Tribe's Vehicle Insurance plan.

##### **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.**