

PAWNEE NATION OF OKLAHOMA

Job Title	Substance Abuse Counselor
Department	Prevention Department
Division	Health & Community Services
Supervisor	Substance Abuse Program Coordinator
Position Overview	Under direct supervision of the Substance Abuse Program Coordinator, assists in the implementation of goals and objectives of the Substance Abuse Program by providing counseling services and prevention activities.
Essential Functions	<ol style="list-style-type: none"> 1. Provides community-based prevention services and activities, utilizing both internal and external resources, and develops public information and education materials regarding program services and activities; 2. Provides counseling services to individuals and groups, including referrals to primary residential treatment programs, outreach services, aftercare treatment, tribal programs, and community services; 3. Conducts Alcoholics Anonymous (AA) and Narcotics Anonymous (NA) meetings; 4. Assists clients in developing a continued care plan, including counseling and support services designed to help clients achieve individual goals; 5. Provides support to individuals in need of medical and/or non-medical detox services; 6. Provides transportation to and from designated treatment programs, meetings, seminars, and other alcohol and drug abuse activities designed to help the client abstain from substance abuse; 7. Supports the physical fitness program, as an essential component of the total wellness concept; 8. Assists the Substance Abuse Counselor in collaborations with law enforcement officials, social service agencies, representatives of the court, and other concerned parties, in order to meet the needs of the client; 9. Prepares all necessary client in-take and follow-up paperwork, while complying with funding agency requirements; 10. Assists in the maintenance of accurate client files, program files, and other necessary records; 11. Assists with the processing of financial paperwork such as Requisitions and Invoices for Payment; 12. Maintains confidentiality of clients and client records; 13. Performs other duties, as assigned and within the scope of the position.

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Educational Requirements	<p><u>Minimum:</u> Bachelor's Degree in Sociology, Counseling, Social Work or related field; Ability to obtain Certified Alcohol and Drug Counselor (CADC) credential through the State of Oklahoma within two (2) years from date of employment.</p> <p><u>Preferred:</u> Bachelor's Degree in Sociology, Counseling, Social Work or related field; Certified Alcohol and Drug Counselor (CADC) through the State of Oklahoma.</p> <p><u>Substitute:</u> Certified Alcohol and Drug Counselor (CADC) through the State of Oklahoma may be considered in lieu of minimum educational requirements.</p>
Experience Requirements	<p><u>Minimum:</u> One (1) year of on-the-job experience working with Native American substance abuse clients and their families.</p> <p><u>Preferred:</u> Three (3) years of on-the-job experience working with Native American substance abuse clients and their families.</p>
Knowledge, Skills, & Abilities	<p><u>Computer:</u></p> <ol style="list-style-type: none"> 1. Proficiency in Microsoft applications, including Word, Excel, Outlook, Power Point, Internet Explorer, etc; <p><u>Communication:</u></p> <ol style="list-style-type: none"> 1. Ability to communicate effectively with medical and legal professionals, Substance Abuse Program clientele, the general public, tribal members, Pawnee Nation employees, and other concerned parties; 2. Skilled in the use of business communications (proper spelling/grammar); 3. Skilled in the use of business arithmetic (accounting, etc). <p><u>Miscellaneous:</u></p> <ol style="list-style-type: none"> 1. Must possess the ability to provide clients with compassionate care respective of Native American customs, traditions, and beliefs; 2. Must possess the ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds; 3. Must demonstrate a thorough understanding of clients' rights and responsibilities, including familiarity with confidentiality requirements; 4. Must demonstrate strong organizational skills, with the ability to prioritize; 5. Must possess knowledge of applicable federal, state, and local laws, regulations and requirements; 6. Must be available to work flexible work hours, which will vary beyond the standard 8 am – 5 pm work schedule (weekly AA/NA meetings); 7. Must be available for work-related travel; 8. Must maintain confidentiality; 9. Must work independently; 10. Must attend health related trainings, as required to maintain CADC credential; 11. Must have a valid Oklahoma drivers' license and be insurable with Pawnee Nation's insurance carrier.

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Physical Demands	While performing the duties of this job, the employee regularly is required to sit, use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee occasionally is required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.
Work Environment	Work is generally performed in an office setting with a moderate noise level. Evening and/or weekend work is often required. Occasions may arise requiring work outdoors where exposure to natural weather conditions may occur. There is regular interaction with the public, other agencies, and employees. Tight time constraints and multiple demands from several people are common. Travel may be required for training, meetings, conferences, presentations, and other events.