

## **JOB DESCRIPTION**

**TITLE:** SUBSTANCE ABUSE COUNSELOR / EDUCATOR

**STATUS:** FULL-TIME

**SALARY:** NEGOTIABLE / D.O.E.

**SUPERVISED BY:** EXECUTIVE DIRECTOR

### **INTRODUCTION:**

Provide direct prevention/intervention, community education, inpatient chemical dependency treatment referral, structured outpatient treatment and continuing care service to chemically dependent American Indian/Alaska Natives (AI/AN) individuals and their families.

### **MAJOR DUTIES:**

1. Implement comprehensive substance abuse treatment and educational services.
2. Responsible for LEVEL I – Outpatient services & Continuing Care services including: (facilitating groups, case management, treatment planning, and follow-up).
3. Responsible for data collection and reporting.
4. Providing diagnostic assessments and referral if necessary.
5. Assist in Indian public relations
6. Will utilize the ASAM criteria in the referral to patient placement and utilizing of Behavioral Health 3.0.
7. Other duties as assigned by the Executive Director. (Must attend all staff meetings & be a team player).

### **QUALIFICATIONS:**

1. Must be State of Montana Licensed or able to get licensed
2. Prefer American Indian/Alaska Native (AI/AN) or the ability to relate to and have a definite interest in the cultural and spiritual aspects of Native Americans.
3. Each full-time CD counselor, who does not have documentation of having attended Cardio-Pulmonary resuscitation (CPR), Inhalant Abuse, and vital signs training, will within four-months (4) of performing outpatient services, attend and attain documentation of successful completion of such course to deal with alcohol related emergencies.
4. Must have at least two-years (2) years of continuous sobriety.
5. Program staff that has anything to do with direct patient care, shall have no documented cases of chemical abuse for two-years prior to employment.
6. Prefer Bachelor's Degree in a related area/field.
7. GPRA reporting and RPMS reporting is mandatory. Training available and must be completed within thirty (30) days of hire date.
8. All CD counselors will follow Privacy Act regulations regarding Confidentiality (41 CFR part 2)

9. All CD Counselors will follow Privacy Act regulations pertaining to patients' rights and privacy.