

JOB DESCRIPTION

Rev. 3/1/00

Title: Substance Abuse Counselor

Status: Permanent, Full Time

Position in the Tribal Organization:

The Substance Abuse Counselor (SAC) is under the immediate supervision of the Director of Mental Health and Substance Abuse (MH/SA). The SAC does not supervise staff employees; is hired by the Personnel Selection Committee and is employed by the Tribe through the Indian Health Service Contract.

Role:

The SAC provides counseling to individuals, families, and significant others as well as offering group sessions to the service population under the direction of the Director of MH/SA. The SAC is expected to maintain case records, reports and all documentation in a professional manner.

Duties:

1. Provide outpatient services to individuals and families.
2. Provide follow-up services to aftercare clients.
3. Participates in weekly Treatment Team meetings and monthly Interdisciplinary Team meetings.
4. Assists the MH/SA Director as requested.
5. Responsible for accumulating appropriate CEUs in order to maintain a valid State of Maine License as an LADC or RADC.

Qualifications:

1. Possess valid license from State of Maine as an LADC or RADC.
2. Minimum of 5 years work experience in a Hospital or Agency.
3. Must have no history of alcohol/substance abuse for a period of at least 3 years.
4. The applicant must possess:
 - a) The ability to establish therapeutic relationships with the clientele.
 - b) The ability to write cogent reports, progress notes & treatment plans.
 - c) The ability to do Substance Abuse evaluations and assessments.
 - d) A working knowledge of group process, family counseling and goal setting.
 - e) Willingness to learn or enhance knowledge of working with Dual Diagnosis.
 - f) A valid driver's license and personal vehicle.
 - g) Native American preferred.