

Human Resources Department Pueblo of Santo Domingo



JOB ANNOUNCEMENT

POSITION TITLE: Substance Abuse Counselor

SALARY RANGE: \$28-\$31

DEPARTMENT: Kewa Family Wellness Center

POSITION STATUS: Full-Time, Exempt

SUPERVISOR: Clinical Supervisor

JOB POSTING ID: KFWC-3243

Accepting applications 3/4/2024-4/5/2024

Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.

BASIC PURPOSE:

Incumbent in this position is responsible for excellent direct substance use service delivery including all client documentation: intake/screening, assessment, treatment plans and progress notes. Consults and case manages with behavioral health clinicians, clinical supervisor, and other behavioral health care professionals, paraprofessionals and/or interns. Collaborates in day-to-day functions and collaborates with the BH team in accordance with all policies, procedures, and protocols. As a team we value camaraderie, encourage support, excellence, and self-care. We have a reasonable and sustainable caseload.

TYPICAL FUNCTIONS:

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

- Conducts program orientation, screenings/intake, assessments, and treatment plans to include ongoing consultations with clinical providers.
- Ensures the delivery of quality individual, family, and group substance use services that is timely, effective, efficient and client centered.
- Case manages assignments and work with clients to create timely treatment plans using the DSM-5 codes and to include recovery and resiliency goals and objectives.
- Identify substance use risk factors for suicide, violence, and other risky behaviors in a supportive and respectful manner.
- Assess and or assist in crisis situations including the development and use of crisis plans, to include the support of clinical supervisor and a tribal multidisciplinary team.
- Collaborate and coordinate with the case manager to seek resources, refer for the placement of clients in social detox, inpatient treatment, and, or other sober living environments.
- Will use the DSM-5 diagnosis codes to document timely substance use assessments, progress notes and treatment plans.
- Provide transportation to treatment facilities and, or activities that promote wellness and recovery.
- Provides after care services upon completion of inpatient substance use treatment and conducts follow-up-thru within 90 from client discharges.

- Provides substance use education to established BH clients, the community, schools, groups; coordinates/participates with the prevention team and others.
- Participates in weekly behavioral health meetings, case staffing and other community programs to maximize access to resources.
- Maintains collaborative relationships and communication with other tribal employees, community partners and other stake holders.
- Ensures compliance with related federal, state, and local regulations, as well as departmental policies and procedures.
- Participates in community outreach and public relations activities.
- Ensures that clinical records are timely, accurate, current, and meet licensing standards and HIPAA regulations.
- Other duties as assigned.

REQUIRED COMPETENCIES

- **Integrity / Honesty**

All Santo Domingo Pueblo employees must operate in an ethical manner by following all Santo Domingo Pueblo policies and procedures relating to client confidentiality, HIPAA, handling, tracking of budgets, and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.

- **TEAMWORK**

All Santo Domingo Pueblo employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up to date about tasks, progress, or projects.

- **Goal and Task Management**

Incumbent in this job needs to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.

- **Manage Resources**

Incumbent must be able to provide direction and develop rapport with clientele; identify issues and develop short/long-range plans; provide direction to, and manage client case load; budget and prioritize work load; identify key factors affecting clients; and develop effective programs to maximize performance.

- **Decisiveness**

Incumbent in this position must be able to successfully determine and initiate a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.

- **Vision**

Incumbent in this position must have the ability to gain an understanding of where an organization is headed in light of internal and external trends and influences.

- **Interpersonal Skills (Working with Others)**

Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing the effort of others and praising that effort.

MINIMUM QUALIFICATIONS:

- Proof of substance use license (LADAC, CADAC or LSAA). Please attach current license to application or resume. LSAA must demonstrate efforts to get to the next level of licensure.

- Excellent oral and written communication skills to focus the efforts of entire staff to meet the Santo Domingo Pueblo goals.
- Must be willing to work, crisis rotation, evening, weekends, and holidays as needed.
- Must be able to satisfactorily pass a background check.
- Previous experience working with Native American clients preferred.
- **Must be 21 years of age for insurance purposes**
- Valid New Mexico driver's license with ability to meet Santo Domingo Pueblo's liability insurance requirements and maintain eligibility for insurance.
- Covid-19 vaccination required. Reasonable accommodation considered.

HOW TO APPLY

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us
 - Subject line: **Substance Abuse Counselor – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416 Attn: Human Resources
- Online: <https://santodomingopueblo.isolvedhire.com>
- In person: Human Resources Department, 116 San Ildefonso St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Pueblo Employment Application
- Cover Letter
- Resume