

Sisseton-Wahpeton Oyate

Job Description

Job Title: Outpatient Counselor

Reports to: Program Manager/Clinical Supervisor

Summary:

Provide adult outpatient services to clients of the Dakota Pride Center. Oversee male clients residing in the Halfway House. The Outpatient Counselor shall be supervised by the Program Manager/Clinical Supervisor and shall be subject to the policies and procedures of the Sisseton-Wahpeton Oyate and Dakota Pride Center.

Essential Functions:

1. Perform 12-core functions as they relate to substance abuse counseling.
2. Provides counseling to adult outpatient clients in accordance with their individual treatment plans and work toward attaining the agreed upon treatment goals and objectives.
3. Active participation in the cycle selection, clinical staff meetings & staff meetings as scheduled.
4. Active participation in community-wide team intervention efforts to prevent, reduce and treat alcohol and other drug addiction disorders.
5. Assist with facilitating Aftercare groups, Talking Circles or other groups, as needed.
6. Provide one-on-one counseling, to outpatient clients, as scheduled.
7. Must learn, stay updated and prepare client data for entry into the AccuCare and STARS systems, in a timely manner.
8. Provide chemical dependency evaluations to adult clients, as scheduled and write recommendations, in a timely manner.
9. Be available to provide on-call counseling responsibilities, as scheduled.
10. Perform other duties and responsibilities as assigned by the Program Manager/Clinical Supervisor.
11. Attend trainings and workshops, as required by the CBADP and Dakota Pride Center.
12. Must oversee male clients residing at the halfway house;
 - Intake, assessments, program orientation, document and maintain their files.
 - Perform regular drug testing
 - Enforce Halfway House rules to provide a safe and structured environment for their program of recovery.
13. Supervisory role of the Resident Supervisor and ensuring daily operations, provide leadership and guidance to staff on best practices in rehabilitation.
14. Communication with parole officers regarding client intake, progress, and issues.

15. Coordinate disaster plans and evacuation procedures. Conducting regular facility inspections to ensure safe and secure environment, train Halfway house staff and residents on AED usage.
16. Collaborate with Peer Recovery to develop and implement new client policies.
17. Serve as liaison between the halfway house and local law enforcement agencies.

Job Qualifications:

1. Certified Addiction Counselor preferred.
2. Addiction Counselor Trainee Status or obtain within 90 day probationary period.
3. Must have moderate to advanced computer skills and experience in working with Microsoft, internet, email, etc.

Job Requirements:

1. Must have knowledge of Native American culture and willingness to learn.
2. The ability to respect confidential information, as specified in 42 CFR Part 2, the federal confidentiality regulations.
3. Must be committed to maintain an alcohol/drug free lifestyle.
4. Must successfully pass all required pre-employment and random drug and alcohol screenings in accordance with program policies. The use of alcohol, illegal drugs, or marijuana in any form, including recreational and medical marijuana, is prohibited.
5. Valid South Dakota driver's license, valid tribal driver's license and appropriate liability insurance.
6. Indian preference will be observed.
7. Must have a telephone within 30 days of employment (emergency situations) and maintain it. Must be available via telephone outside of normal work hours for client/staff inquiries and emergencies as needed.
8. Knowledge and respect for Dakotah culture, values and traditional ceremonies.
9. Ability and skills to function in a respectful and non-judgmental manner.
10. Must submit to a physical examination within 90 days of employment and every year thereafter.
11. Must provide documentation of a negative TB/PPD skin test or clearance to work from a licensed medical practitioner of positive within six months prior to the start of employment or within the first ten days after employment.
12. Must have the ability to respect program and tribal policies, management decisions within the program, and to take the initiative toward improving such policies if it will best serve the interest of the clients.
13. Must consent to and pass a criminal background check and character investigation pursuant to P.L. 101-630 (no convictions for a sex offense or crime against a child or other person).

Approved by



Date

6/11/24