Sisseton-Wahpeton Oyate

Job Description

Job Title: Addiction Counselor

Reports to: Healing to Wellness Court Supervisor

Department: SWO Tribal Court and Mayuteca Treatment Program

Summary:

To provide services to members of the Sisseton Wahpeton Oyate on the Lake Traverse Reservation. These services are related to a continuum of care for prevention, assessments and evaluations, treatment and aftercare treatment services. As an employee, they will follow all appropriate SWO Personnel Policies, SWO Tribal Court, and Mayuteca Treatment Center Policies and Procedures.

Job Responsibilities:

1. Provide client orientation, describing the nature and goals of the program, procedures, and daily schedule.
3. Develop a written treatment plan for each assigned client with established therapeutic goals and objectives.
4. Provide individual and group counseling therapy to address the treatment plan goals and objectives.
5. Meeting with supervisors and other clinical staff to review all of the clients’ treatment progress or lack thereof and determine suitable courses of action to follow.
6. Provide opportunities for clients to gain an understanding of the need for involvement in 12-step principles and Red Road concepts of recovery and group support.
7. Conduct daily substance and other addiction education about the nature of alcohol and drug dependence as well as other addictions.
8. Arrange for presenters to speak with clients on a variety of topics including personal stories, spirituality and cultural enhancement.
9. Arrange for structural recreational activities for clients including physical exercise and organized indoor/outdoor activities.
10. Arrange for spiritual and cultural activities for clients and assist with their participation.
11. Perform case management and record keeping in order to coordinate services to referrals, agencies and resources persons in meeting treatment plan objectives.
12. Involve and work with significant others who have personal relationships with the client.
13. Referral to other program agencies as deemed appropriate for the client’s best interests.
14. Develop relapse prevention and aftercare plans for clients to follow upon completion of primary treatment.
15. Prepare discharge summaries including client diagnosis, course of treatment, progress on treatment plans, reason for discharge and aftercare plans.
16. Provide chemical dependency evaluations for adults who are in possible need of inpatient, day treatment or outpatient treatment for alcohol or other drug disorders.
17. Willingness to perform other duties as assigned.

Qualifications:

1. Preferred Licensed Addictions Counselor or Certified Addiction Counselor.
2. Alcohol and Drug Counselor trainee status or ability to obtain it within the 90 day probation period.
3. Experience working with computers, preferably Microsoft Office, Microsoft Word, and internet applications.
4. Experience working in an office setting.
5. Knowledgeable of 12-step principles and holistic recovery philosophy

Job Requirements:

1. Knowledge of Native American culture and values. There is a preference in hiring enrolled Tribal Members.
2. Ability to function in a non-judgmental manner.
3. Ability to respect confidential information as specified in 42 CFR Part 2, the federal confidentiality regulations.
4. Ability to honor program policies and management decisions with the program, but also take the initiative to improve such policies if it will best serve the interests of the clients.
5. Must have two years of verifiable sobriety, commitment to maintaining a alcohol and drug free lifestyle, and submit to alcohol and drug testing.
6. Valid driver’s license, ability to obtain a tribal driver’s license, and appropriate liability insurance.
7. Must complete a 90-day probationary period.
8. Applicant must consent to and pass a criminal background check and character investigation pursuant to the Indian Child Protection and Family Violence Prevention Act P.L. 101-630 (no convictions for a crime against a child or another person).

Approved ___________________________ Date 7-22-22