



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

#8412

VACANCY ANNOUNCEMENT

DEPARTMENT: Behavioral Health Services

POSITION: Independently Licensed Substance Abuse Counselor (LISAC)

REPORTS TO: ASAP/RTC Program Manager

STARTING: D.O.E.

CLOSING DATE: Open until filled

GENERAL SUMMARY

The Substance Abuse Counselor ensures that all his or her program activities and interventions are clinically appropriate, provides clinical support and guidance to programs and staff, monitors program acuity, and coordinates interagency referrals and services. The Substance Abuse Counselor is responsible for clinical assessment, treatment planning, and all documentation for their caseload, such as progress notes, and those they supervise, such as supervision logs. The Substance Abuse Counselor completes clinical assessment for intakes; provides individual, group, and family counseling to assigned populations; and provides supervision to subordinate clinical staff as assigned.

MAJOR DUTIES/RESPONSIBILITIES

- Maintains a therapeutic and professional relationship with clients.

Standard: Staff will receive no more than three (3) substantiated minor complaints or one major complaint during the rating period. A formal complaint is defined as a valid written complaint or incident report filed by a client.

- Completes Progress Notes which are substantiated by documentation of services rendered at least 95% of the time.

Standard: Progress Notes will be supported by service documentation in clinical records at least 95% of the time based on a random sample.

- Accurately observes and reports client behavior and activities in open client clinical records

using the Subjective, Objective, Assessment, and Plan (SOAP) or Data, Assessment, Plan (DAP) format according to time lines and policy.

Standard: Progress Note documentation will be placed in open clinical records in accordance with policy and time lines and pass random open chart reviews at least 95% of the time using an accepted open chart review tool.

- Completes necessary documentation to allow clinical records to be closed.

Standard: Clinical records will be closed upon client discharge and pass random closed chart reviews at least 95% of the time using an accepted closed chart review tool.

- Participates in all appropriate meetings that may have an impact on the department's well being.

Standard: Meetings will be attended with no more than two (2) unexcused absences per rating period.

- Work averages no less than 20 billable hours per 40-hour workweek.

Standard: Substance Abuse Therapists will average no less than 20 billable hours per 40-hour workweek.

- Provides clinical services for a minimum of 25 hours per week for each 40-hour workweek.

Standard: Substance Abuse Therapists will work a minimum of 25 hours per week providing clinical services.

- Informs the supervisor of any issues that may warrant notification of reporting or are of an emergent or concern of a clinical nature.

Standard: Staff will inform supervisors within 24 hours 100% of the time regarding major issues or issues which may develop into a reportable issue. Notification may be written or verbal (fax or e-mail is acceptable).

- Works to develop a productive working relationship with referral sources and community agencies through open and effective communication.

Standard: No more than two (2) substantiated major complaints from referral or community agencies will occur during the rating period.

- Remains active in the community--identifying gaps in service delivery, acting as a representative of Alcohol and Substance Abuse Program, and serving on community boards or committees as assigned.

Standard: A minimum of one formal report (written or verbal) will be presented to the Director on activities within the community each quarter.

- Maintains state licensure as an Independently Licensed Substance Abuse Counselor. If not licensed in the State of Arizona; incumbent will take steps to start that licensure within six months of hire date.

Standard: The Substance Abuse Counselor will maintain state licensure as an Independently Licensed Substance Abuse Counselor.

Participates in Continuing Education (CEU) trainings as appropriate.

Standard: Substance Abuse Counselor will monitor and maintain the necessary Continuing Education Units to ensure uninterrupted licensure.

- Completes all annual mandatory trainings.

Standard: 100% of staff will complete all mandatory trainings annually.

- Performs other duties as assigned.

Standard: Other duties will be performed as directed by a supervisor or an administrator.

PROFESSIONAL STANDARDS

A. CRIT Behavioral Health Services follows the American Counseling Association's (ACA) Code of Ethics. This includes, but is not limited to the following:

- Have a responsibility to abide by the *ACA Code of Ethics*

Standard: Will abide by the *ACA Code of Ethics*.

- Aspire to open, honest, and accurate communication in dealing with the public and other professionals.

Standard: Will engage in open, honest, and accurate communication.

- Practice within the boundaries of professional and personal competence.

Standard: Will practice within the boundaries of professional and personal competence.

- Have a responsibility to the public to engage in counseling practices that are based on rigorous research methodologies.

Standard: Will engage in practices that are based on rigorous research methodologies.

WORK ENVIRONMENT

A. Supervision

This position is responsible to supervise subordinate direct care staff as assigned.

B. Confidentiality

This position is exposed to highly confidential client information including treatment records, financial status, and demographic information. Must maintain client/patient confidentiality and must be able to work with confidential material in accordance with the *Federal Health Insurance Portability and Accountability Act (HIPAA)*.

C. Mental Application and Responsibility

Documentation is governed by policies and procedures, and clinical judgment is reviewed with the Clinical Director. The Substance Abuse Counselor is highly involved in crisis resolution with clients and has primary responsibility for completing assessments and making appropriate referrals for service.

D. Internal and Public Contacts

This position involves constant direct interaction with clients, their families, the Clinical Director, direct care staff, Child Protective Services, Social Services, Indian Health Services, and other social service providers.

E. Conditions and Equipment

Working conditions include office, in-home, community and school settings, and working independently as well as with individual clients and peers. The work is fast paced and hours vary between 8 AM to 8 PM, with some weekend work required (usually on a rotation schedule with other staff). Equipment operation includes basic office equipment, computers, and communication tools. Must have a reliable vehicle, an Arizona Driver's license, and proof of insurance.

QUALIFICATIONS

A. Confidentiality

This position is exposed to highly confidential client information including treatment records, financial status, and demographic information. Must maintain client/patient confidentiality and must be able to work with confidential material in accordance with the *Federal Health Insurance Portability and Accountability Act (HIPAA)*.

B. Education

If licensed after 2004 must hold a minimum of a Bachelor's degree. If licensed after 2006, must hold a minimum of a Master's degree.

C. Licensure

Must be a Licensed Independent Substance Abuse Counselor (LISAC) in current good standing with their State Licensure Board. Upon employment the incumbent will start seeking Arizona Licensure if not already licensed in the State.

D. Experience

Requires experience in the assessment of clients in assigned populations with a minimum of 2 years work experience in mental health work minimum. Must be over 21 years of age.

E. Abilities

Requires excellent interaction skills, written and verbal communication skills, flexibility in working hours, and good organizational skills. Experience and knowledge of community resources, family

dynamics, human behavior, and Native American culture is required.

SPECIAL POPULATION REQUIREMENTS

Generalist Requirement (Child/Adolescent, Geriatric, Substance Abuse)

Completion of at least 6 months of employment in specialty area or related courses, continuing education or in-service training.

A. Child/Adolescent Population

The person conducting assessments and/or providing treatment to children/adolescents is able, through training, experience, and specific observation or testing of performance, to:

1. Demonstrate knowledge of growth and development to communicate and provide therapy at an age-appropriate level.
2. Demonstrate knowledge of the range of treatment needs common to this population.
3. Demonstrate the capability of interpreting information appropriate to the age of the child being assessed and/or treated.
4. Demonstrate knowledge of the specific rights afforded children and their parent/guardian.

B. SMI Population

The person conducting assessments and/or providing treatment to clients with Serious Mental Illness is able, through training, experience, and specific observation or testing of performance, to:

1. Demonstrate knowledge of the special needs of the SMI population.
2. Demonstrate knowledge of the safety, risk, and infection control practices pertinent to the work environment and is able to convey that knowledge to the person with Serious Mental Illness.
3. Demonstrate knowledge and principles of instruction/training.
4. Demonstrate the ability to employ appropriate motivation techniques with clients.
5. Demonstrate knowledge of the community resources typically needed by the SMI population and has knowledge how to access those resources.

C. Substance Abuse Population

The person conducting assessments and/or providing treatment to clients with Substance Abuse issues is able, through training, experience, and specific observation or testing of performance, to:

1. Demonstrate competence in gathering and interpreting information about addiction.
2. Demonstrate understanding of the biopsychosocial influences and the effects of addictions.
3. Demonstrate knowledge of the natural history and clinical basis of addiction.
4. Demonstrate knowledge of the natural history and clinical basis of dependent individuals.
5. Knowledgeable about available treatment resources and their appropriate use.

APPLY

**Colorado River Indian Tribes Human Resource Department
2660 Mohave Road
Parker Arizona 85344
For Employment Applications visit: <http://www.crit-nsn.gov>**

Indian Preference: Under the Title VII of the Civil Rights Act Sections 701 (b) and 703 (i) explicitly exempts from coverage the preferential employment of Indian- by Indian Tribes. Therefore, CRIT acknowledges and extends preferential treatment to enrolled CRIT members who qualify toward all employment opportunities otherwise; CRIT does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

CRIT offers: Health and Life Insurance, Paid, Holidays, Sick and Annual Leave and Pension Plan.