

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

APPLY ONLINE AT:
<http://oneida-nsn.gov>

A good mind. A good heart. A strong fire.

Phone: (920) 496-7900
Fax: (920) 496-7490

POSITION TITLE: Clinical Substance Abuse Counselor
POSITION NUMBER: 00098
DEPARTMENT: Behavioral Health Services
LOCATION: 2640 West Point Road Green Bay WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: Behavioral Health Manager
SALARY: E05 \$45,961/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: March 29, 2018
CLOSING DATE: Until Filled
Transfer Deadline: April 5, 2018
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Counsel and aid individuals and families requiring assistance dealing with substance abuse problems, such as alcohol or drug abuse and families and individuals with co-occurring disorders. Refer client to other support services as needed. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Perform intake, Alcohol, Tobacco, and Other Drug Abuse assessments, intervention, individual, group and family counseling, outreach referral, advocacy and home visit services; follow up care and in-home support services; provide educational and preventive activities.
 - a. Participate and assist in planning, developing, organizing and facilitating Alcohol, Tobacco, and Other Drug Abuse services/programs such as support and therapy groups, out patient and other addictions, prevention activities and special events.
 - b. Obtain information about patients through interview, case history, and observational techniques; evaluate data to identify causes of problems and to determine advisability of counseling or referral to other specialists.
 - c. Formulate program for treatment and rehabilitation of client, using knowledge of alcohol and drug abuse problems and counseling and treatment techniques.
 - d. Provide and/or arrange for therapeutic interventions as appropriate for patients or clients in a crisis condition and for those with serious disturbance problems.
 - e. Counsel family members to assist family in dealing with providing support for client.
 - f. Participate in co-counseling sessions as needed.
 - g. Refer client to other support services as needed, such as medical evaluation and treatment, social services, and employment services.
 - h. Report potential or actual patient safety concerns, medical errors and/or near misses in a timely manner.
 - i. Monitor condition of client to evaluate success of therapy and adapt treatment program as needed. Ensure adherence to Hospitals and departmental policies and procedures.
2. Maintain case records containing pertinent, accurate and current information in compliance with the Privacy Act, HIPAA and Department rules, regulations and policies.
 - a. Consult with other legal and treatment agencies and individuals in relation to patient/client records, rights, and responsibilities.

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DUTIES AND RESPONSIBILITIES: (Cont.)

- b. Prepare reports, correspondence, narratives, statistical and other documents as required by program guidelines and funding sources.
- c. Participate in multi-disciplinary case reviews.
3. Establish and maintain good rapport and effective working relationships with patients, visitors, physicians and Hospital employees.
 - a. Represent the department in Tribal, county, state and other agency meetings as needed.
 - b. Participate in treatment plans, staffing and departmental meetings.
4. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
5. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
6. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk, sit, reach with hands and arms; and talk and hear.
2. Occasionally stand, stoop, kneel, crouch, or crawl; lift and/or move up to twenty-five (25) pounds.
3. Work is generally performed in an office setting with moderate exposure to physical risk or injuries due to potential for combative behavior by patients and exposure to second-hand smoke.
4. Work environment is not smoke free.
5. Evening and/or weekend work may be required.
6. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of department organization, functions, objectives, policies and procedures.
3. Knowledge of the theory, principles and practices of clinical, developmental and counseling psychology.
4. Knowledge of the theory, principles, practices and treatment of alcohol and drug abuse.
5. Knowledge of patient outreach services and activities, funding agencies, and community health care and vocational services.
6. Skill in working with children, adolescents and families.
7. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
8. Ability to plan, implement, and evaluate individual patient care programs.
9. Ability to work extended hours including nights, weekends and holidays.
10. Ability to work independently and meet strict time lines.
11. Ability to communicate efficiently and effectively both verbally and in writing.
12. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
13. Ability and willingness to obtain Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
14. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
15. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. **(Training will be administered by the Human Resource Department).**
16. Must be willing and able to obtain additional education and training.
17. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
18. Employees are required to have proof of immunity or dates of 2 doses of MMR and proof of immunity or dates of 2 doses of Varicella prior to starting in any position within the Oneida Comprehensive Health Division. Any refusal of vaccination(s) or failure to provide proof of immunity may disqualify the applicant
19. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Tribe Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation Gaming Division.

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STANDARD QUALIFICATIONS(CONT'D)

20. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Knowledge of providing co-occurring treatment.
2. Knowledge and understanding of the Oneida Nation culture, tradition and values.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Bachelors Degree in Psychology, Social Work, Alcohol and Other Drug Abuse or closely related field; two (2) years current work experience in the Alcohol, Tobacco and Other Drug Abuse Field.
2. Must be licensed as a Clinical Substance Abuse Counselor by the Wisconsin Department of Safety and Professional Services.
3. Must be billable and reimbursable for commercial insurances, and medical assistance.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license degree or certification upon employment.**
2. **Must complete a pre-employment assessment prior to hire.**
3. **Must complete a pre-employment case study prior to interview**