

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

APPLY ONLINE AT:
www.oneida-nsn.gov



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

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

Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

POSITION TITLE: EAP Counselor
POSITION NUMBER: 01485
DEPARTMENT: Human Resources
LOCATION: 2640 West Point Road Green Bay WI
DIVISION: Non-Divisional
RESPONSIBLE TO: EAP Manager
SALARY: E04 \$38,063/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: January 30, 2017
CLOSING DATE: Until Filled
Transfer Deadline: February 6, 2017
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation 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

Provide a range of psychosocial assessment, diagnostic, therapeutic, referral and/or case management services for individuals, couples, groups, and/or families. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Provide counseling services; to include: diagnosis and assessment, consultation, referrals, crisis intervention and follow-up to the Oneida Nation employees and family members.
2. Provide informed professional guidance on a wide range of employee relations issues in accordance with policies and procedures.
3. Assist in developing and implementing employee mental health and substance abuse education and awareness programs; identify, develop, and facilitates education, in-services and training on EAP related topics to assist in reducing problems in the workforce and retaining valued employees.
4. Participate in the development of short and long term goals and objectives to meet the needs of the Oneida Nation and the goals of the Employee Assistance Program; evaluate program policies and procedures recommending process improvements as needed.
5. Keep leadership and other departments informed of status of EAP activities by attending meetings and submitting reports.
6. Ensure the confidentiality, integrity and security of records.
7. 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.
8. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
9. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
10. 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.

JOB DESCRIPTION

EAP Counselor

Page 2

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk and sit; occasionally stand, lift and/or move up to twenty-five (25) pounds.
2. Work is generally performed in an office setting with a moderate noise level.
3. 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 and understanding of the Native American people, specifically Oneida traditions, values and culture.
4. Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
5. Skill in preparing, reviewing, and analyzing operational reports.
6. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
7. Skill in working with multi-cultural employee base.
8. Ability to carry out instructions furnished in verbal or written format.
9. Ability to communicate efficiently and effectively both verbally and in writing.
10. Ability to create and present effective speeches and presentations.
11. Ability to exercise independent judgment.
12. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
13. Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
14. Ability to work independently and meet strict time lines.
15. Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
16. Must be willing to be trained in Lotinuhsoni Indigenous Healing Methods and use in practice.
17. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
18. Must be willing and able to obtain additional education and training.
19. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
20. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation 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's Gaming Division.
21. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin 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 vehicle under the Oneida Nation's Vehicle Drivers 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. Substance Abuse Professional under DOT guidelines and/or Certified Employee Assistance Professional (CEAP).

MINIMUM QUALIFICATIONS:

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

1. **Must be an enrolled member of the Oneida Tribe of Indians of Wisconsin.**
2. Master's Degree in Social Work, Clinical Psychology, Counseling and Guidance; three (3) years work experience in the delivery of mental health, social work, or counseling services; and/or equivalent combination of education and experience may be considered.
3. State Licensure in social work, counseling, psychology or family therapy or the ability to obtain licensure within twelve (12) months of hire. If applicant needs postgraduate requirement of (3,000 hours) supervision as outlined by State of Wisconsin Licensing guidelines, the EAP manager will provide necessary supervision to attain License.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**