



NVIH POSITION DESCRIPTION

SUBSTANCE ABUSE PROGRAM, CERTIFIED COUNSELOR

REPORTS TO: Substance Abuse Program Manager

SUPERVISES: None

POSITION SUMMARY: The Certified Counselor, as an integral part of the Substance Abuse Program [SAP], primarily provides activities, education, prevention, intervention, treatment and advocacy to adults and families in the area of substance abuse and related issues. Additional program and Counselor guidance will be provided by the NVIH/SAP Program Manager. Substance Abuse Program [SAP] Policy/Procedure [P/P] and job description for this position will be kept in the NVIH/SAP P/P manual. General Policy and Procedure will be in accordance with the guidelines set forth in the NVIH Employees Manual.

RESPONSIBILITIES:

1. Provide counseling services to eligible individuals, families and/or groups with substance abuse and related issues.
2. Provide supportive and advocacy services to eligible individuals, families and/or groups involved in counseling and/or treatment programs.
3. Provide case management and counseling services for eligible individuals with NVIH/SAP and/or treatment facility aftercare plans.
4. Provide prevention/education on substance abuse/related issues to eligible individuals, families, SAP groups and/or community groups based on NVIH/SAP written objectives with a teaching plan including evaluation method[s].
5. Establish adult and/or youth activities/groups based on NVIH/SAP written objectives.
6. Document all networking, education, individual, community and family services in the established written format and in a timely manner.
7. Accompany and/or transport substance abuse clients in situations of need as determined by the SAP Manager.
8. Maintain a current list of resources offering related prevention, intervention, treatment and/or recovery support services regarding substance abuse and other related issues.
9. Works closely with other personnel, consultants, and outside agencies to coordinate care.
10. Provides month end reports and all other mandatory reports, on time, to the Substance Abuse Program Manager.
11. Maintains a client caseload.
12. Attend all required NVIH, IHS meetings, seminars, case conferences, etc.
13. Encourage regular medical and dental care for all clients.
14. Other duties as assigned. Other duties will include, but not limited to: definition on a project-to-project basis regarding counselor responsibilities.

QUALIFICATIONS:

1. **Experience/Education:**

A minimum of the following will be required:

- Certified as a Counselor through I.A.C.C., C.A.A.D.A.C., C.A.A.R.R. or C.A.A.D.E.
- A.A./A.S. in Addiction Studies or Behavioral Sciences [or Vocational A.D.S. Program Diploma] or current and continuous enrollment in Butte ADS program.
- Complete abstinence [2 yrs. & ongoing] from all mind/mood-altering substances.
A minimum of the following would be preferred:
 - Two years work experience in A/OD field as a Certified Counselor I or better.

2. **Knowledge:** The Certified Counselor must be able to develop a thorough working knowledge of the purpose, priority, needs, and mission of the NVIH/SA Program. Must have a strong clinical background, including experience in interviewing and therapeutic techniques; human development; psycho-dynamics; family systems and pharmacology. In addition, knowledge of the disease concept of chemical dependency, treatment and recovery process, crisis intervention, youth and family issues, and other issues that pertain to drug and alcohol abuse preferred. Must have leadership ability to direct and manage the successful accomplishment of the organization plans through multiple mental health and health care professionals and support staff.
3. **Licenses/Certifications:** A valid California driver's license and a good driving record will be required at the time of appointment and must be maintained throughout the employment.
4. **Character:** Abstinent from any/all mind/mood altering substances. Will be required to sign and honor NVIH/SAP Ethics. Must be able to manifest a working plan for ongoing professional and personal development. Responsible and able to exercise a high level of judgment, accept supervision, and exercise a high level of accuracy and organization, maintain strict confidentiality, and communicate and deal effectively with people in a professional and courteous manner. Responsible and able to comply with all applicable federal, state, municipal laws, statutes, ordinances and any/all applicable rules and regulations of the Northern Valley Indian Health, Inc.
5. **Other:** Applicants must successfully pass a pre-employment physical exam; tuberculin skin test or X-ray; and blood/urine screening test. Applicants must also, upon request, submit fingerprints for criminal record clearance and child abuse registry review. Health must be adequate to perform all duties.
6. **Indian Preference:** Preference in filling vacancies will be given to qualified Indian applicants in accordance with Indian Preference Act (Title 25, U.S. Code Section 472 & 473). In other that the above, Northern Valley Indian Health, Inc., is an Equal Opportunity and At Will Employer.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate and listen. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee occasionally must lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Employment with Northern Valley Indian Health is voluntarily entered into. All NVIH personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at anytime by the employee or by NVIH. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms.

FLSA STATUS: Non-Exempt

DATE OF LAST REVIEW / REVISION: 12/2008

ASSIGNED SITE: Chico

Substance Abuse Counselor

Date