



POSITION DESCRIPTION

DVPI-AOD Counselor I		
CLASSIFICATION Part-Time	FLSA STATUS Non-Exempt	DEPARTMENT Behavioral Health
DATE OF LAST REVIEW/REVISION May 2012	ASSIGNED SITE Chico	REPORTS TO Substance Abuse Program Manager or Substance Abuse Counselor/DVPI Coordinator
		SUPERVISES None

POSITION SUMMARY: By performing various duties within the Clinic and community outreach in the NVIH catchment area, the NVIH DVPI/AOD Counselor I will advocate for and promote the general health and well being of Native Americans regarding issues revolving around domestic violence, alcohol, drugs and other related disorders. The NVIH/BH Director, the NVIH/DVPI Coordinator and the Substance Abuse Program Manager will provide additional program and support, staff guidance and supervision. Domestic Violence Program Initiative [DVPI] Policy/Procedure [P/P] and job description for this position will be kept in the NVIH/BH P/P manual. Substance Abuse protocol and Recordkeeping policy and procedures will follow Substance Abuse recordkeeping guidelines and policies and procedures and 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.

ESSENTIAL JOB FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list, but rather to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

1. Be knowledgeable of the scope of outreach work and participate in meeting all documentation and report requirements. Attend all required meetings.
2. Establish working liaisons and effective working relations with ancillary services/programs within the NVIH catchment area.
3. Identify Native Americans who may benefit from supportive counseling and education about DVPI, alcohol, drug and other related issues.
4. Obtain needed training and information on DVPI and domestic violence issues to include Native and Non-Native resources. Exhibit this knowledge and training in daily job functioning.
5. Provide culturally relevant support, activities, projects, information and education on DVPI, alcohol, drug and other related issues to the target population within the grant catchment area.
6. Make and facilitate appropriate and effective referrals, under the guidance of the DVPI Coordinator, to appropriate DVPI, domestic violence, vocational counseling, ancillary agencies or treatment resources.
7. Within the guidelines of the NVIH/BH Policies and Procedures, provide transportation to county programs, DVPI and/or mental health evaluation/treatment and other ancillary services.
8. Document all services provided using NVIH/BH and/or SA established systems and participate in the program data collection.
9. Other duties as assigned. Other duties will include, but not be limited to: definition on a project-to-project basis to be inclusive of the entire NVIH BH and/or SA Program.

QUALIFICATIONS:

1. Educational requirement is a high school diploma or equivalent [i.e. GED or CHSPE].
2. Certification in drug and alcohol counseling from State approved Certification Board.
3. Prior experience and a working knowledge in domestic violence prevention, alcohol, drug and other related disorders is preferred.

4. Understanding of all DVPI, SAP and BH reporting and recordkeeping requirements.
5. Knowledge of all related computer applications.
6. Ability to work in an organized manner.
7. Ability to be accurate and attentive to detail.
8. Ability to assist and support others.
9. Minimum of a valid California driver's license that must be maintained throughout the employment. Current certification for CPR is required.
10. Reliable transportation.

All NVIH employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the NVIH's policies and procedures as they may from time to time be updated.

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.

MATERIAL AND EQUIPMENT USED:

Computer E-Mail Telephone Voice Mail Fax Machine

PHYSICAL ACTIVITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- a. **Sitting / Mobility:** Approximately 70% of time is spent working at a desk. Balance of time (approximately 30%) is spent moving around work areas.
- b. **Communication:** Ability to effectively communicate with co-workers, Board members, members of outside agencies, in person, by telephone, and by email.
- c. **Vision:** Ability to effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork.
- d. **Lifting / Carrying:** Ability to occasionally lift and/or move objects weighing no more than 25 pounds.
- e. **Stooping / Kneeling:** Ability to access files/stock supplies in low cabinets and shelves.
- f. **Reaching / Handling:** Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies.

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

ACKNOWLEDGEMENT: I have received and reviewed a copy of the DVPI-AOD Counselor I position description. I understand that this position description is not a contract of employment and in no way changes the at-will nature of my employment relationship with Northern Valley Indian Health, under which either NVIH or I may terminate the employment relationship at any time, for any reason, with or without cause or notice.