



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT-REPOST

**JOB TITLE:** **Mental Health Therapist**  
**SUPERVISOR:** Zaagiibagaa Healing to Wellness Court Coordinator  
**LOCATION:** Zaagiibagaa Healing to Wellness Court  
**POST DATE:** May 9, 2022  
**CLOSING DATE:** Open until filled.

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**General Description:** The primary responsibility of this position is to provide mental health therapy and AODA therapy, including individual therapy, group sessions, and family sessions, as appropriate, for eligible clients of ZHWC.

**Qualifications:** Master's Degree in Psychology, Counseling, Social Work or related field. Required to hold an active State of Wisconsin License or certification which may include APSW, LPC, LPC-IT, LCSW, LMFT. (This position is considered safety sensitive and requires a drug screen test for all substances including Marijuana)

**Salary:** Negotiable depending upon qualifications.

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website [www.ldftribe.com](http://www.ldftribe.com) or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians  
Nonexempt Position Description**

**A. TITLE OF POSITION:** Mental Health Therapist

**B. DEPARTMENT:** Zaagiibagaa Healing to Wellness Court

**C. SUPERVISOR'S TITLE:** Zaagiibagaa Healing to Wellness Court Coordinator

**D. DESCRIPTION OF DUTIES:** The primary responsibility of this position is to provide mental health therapy and AODA therapy, including individual therapy, group sessions and Family sessions, as appropriate, for eligible clients of ZHWC. Said therapy shall be provided at ZHWC, at such other locations/facilities or electronic platforms such as telehealth or zoom, as may be designated by ZHWC. Specific responsibilities include, but are not limited to the following and are subject to change depending on program needs:

1. Provide clinical assessments, diagnostic evaluations, psychotherapy, client advocacy and crisis intervention.
2. Develop written treatment plans; monitor, evaluate and record client progress according to measurable goals described in treatment and care plans; modify treatment plans as necessary and appropriate to accommodate changes in client needs and status.
3. Maintain accurate patient records and assure confidentiality thereof and timely and accurately document all therapy provided in accordance with good therapy/counseling practices, ZHWC policies, procedures and requirements and for sound ZHWC grant reporting procedures.
4. Comply with all requirements of the Health Insurance Portability and Accountability Act (HIPAA) of 1996, its implementing regulations, the Standards of Privacy of Individually Identifiable Health Information.
5. Attend sessions of Wellness Court and Tribal Court as directed by the ZHWC Program Director, or the Program Director's designee.
6. Maintain comprehensive knowledge and skills in current AODA and mental health counseling practices.
7. Participate as a team member of ZHWC to facilitate the orderly and efficient operations of ZHWC.
8. Attend scheduled meetings with ZHWC management and staff when requested to discuss operational issues.
9. Perform other duties as assigned.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Frequent contact with Tribal Court staff, and ZHWC staff.
2. **External:** Frequent contact with ZHWC Participants, Law Enforcement, Department of Corrections Probation and Parole, Vilas County Jail, Public Defender's office, Vilas County Circuit Judge, Family Resource Center Staff, and community members.

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** Zaagiibagaa Healing to Wellness Court Coordinator and Program Director.

**H. LICENSURE:** Required to hold an active State of Wisconsin license or certification which may include APSW, LPC, LPC-IT, LCSW, LMFT.

**I. EDUCATION:** Master's degree in Psychology, Counseling, Social Work, or related field.

**J. EXPERIENCE:** Providing assessment and treatment services in Mental Health and AODA programs.

**K. SKILLS:**

1. Knowledge of chemical dependency, effects on children, adults, and families.
2. Twelve core functions, ASAM, NADDAC Code of Ethics and Trauma Informed Care.
3. Strong computer skills.

**L. WORKING ENVIRONMENT:**

1. **Work Conditions:** Work primarily in an office setting, but may be required to leave the office occasionally to meet with participants, families and other professionals in meeting responsibilities of the job.
2. **Exposure to Hazards:** None
3. **Physical Requirements:** This position requires standing, sitting, walking, bending, and some light lifting.

**M. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Mental Health Therapist to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

**N. OTHER:** Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Must have a valid Wisconsin Driver's license and liability insurance. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.<sup>3</sup>

**O. SIGNATURES:**

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**Employee** **Date**

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**Manager** **Date**

Previously signed  
\_\_\_\_\_  
**Tribal Administrator** **Date**

Previously signed  
\_\_\_\_\_  
**Human Resource Director** **Date**