



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** **Mental Health Counselor**  
**SUPERVISOR:** Family Resource Center Clinical Director  
**LOCATION:** Family Resources Center  
**POST DATE:** December 30, 2022  
**CLOSING DATE:** Open until filled

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**General Description:** The primary responsibility of this position will be to provide mental health counseling to community members with a strong focus on working with children and families across the life span. Successful candidate must be able to bill for medical assistance and other third-party insurance. Experience working with Native Americans preferred.

**Qualifications:** Master's degree in psychology, counseling, social work or related field. Substance use disorder counseling experience preferred. (This position is considered safety sensitive and requires a drug screen test for all substances including Marijuana)

**Salary:** Negotiable dependent 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 Counselor/Psychotherapist

**B. DEPARTMENT:** Family Resource Center

**C. SUPERVISOR'S TITLE:** Family Resource Center Clinical Director

**D. DESCRIPTION OF DUTIES:** As supervised by the Clinical Director and appropriate designees, the primary responsibility of this position is to provide mental health counseling to community members with a strong focus on working with children and families across the life span. Specific duties include but are not limited to:

1. Provide direct face to face or telehealth counseling services to children and families, individuals, couples, and group therapy formats.
2. Provide clinical assessments, diagnostic evaluations, psychotherapy, client advocacy and crisis intervention.
3. Maintain a confidential, timely, and accurate client record keeping system in accordance with program and state guidelines.
4. Document all client contacts in EHR.
5. Provide mental health services to local Head Start program.
6. Provide outreach services to area schools, agencies, and make home visits as needed.
7. Maintain a professional and cooperative relationship with all programs involved with providing services to the tribal community.
8. Complete CCS provider education and training to provide services and participate on teams for consumers enrolled in the CCS program.
9. Attend and actively participate in all scheduled meetings including weekly intake, supervision, and case management meetings.
10. Provide client list for State Certification files monthly.
11. Participate in all quality assurance/quality improvement projects including regular peer audits and reviews.
12. Work towards maintaining requirements of AAAHC certification and conducts appropriate follow up.
13. Perform other duties as assigned.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Monthly contact with outreach services, schools, and other agencies and other social service agencies.
2. **External:** Frequent contact with children, families, individuals, couples, and groups.

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** Operates independently with supervision received from FRC Clinical Director. Supervision toward 3,000 hours will be provided.

- H. EDUCATION:** Master's degree in psychology, counseling, social work or related field.
- I. LICENSURE:** Required to hold an active State of Wisconsin license or certification which may include APSW, LPC-IT, LCSW, LPC, LMFT. Substance abuse Counselor in training or Substance Abuse Counselor certification preferred. Must be able to bill for medical assistance and other third-party insurances.
- J. EXPERIENCE:** Providing assessment and treatment services in a mental health program, with strong skills in working with children and families, also working with Native American individuals and families. Experience with clients who have substance use disorders preferred.
- K. SKILLS:** Basic knowledge of substance use disorders and effects on children and families. Must obtain and maintain current Heart Saver or Basic Life Support Certification.
- L. WORKING ENVIRONMENT:**
- 1. Work Conditions:** . Work primarily in an office setting, but may be required to leave the office occasionally to meet with clients, families, and other professionals in meeting responsibilities of this job.
  - 2. Exposure to Hazards:** None
  - 3. Physical Requirements:** Requires standing, sitting, walking, bending, and 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 Counselor/Psychotherapist 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. Employee must provide proof of immunity to measles, mumps, rubella, varicella at the time of employment and submit to a TB test. Employees must show proof of a full series (either one dose or two-dose) of COVID-19 immunization upon hire OR have an approved religious or medical exemption approved prior to start date. 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.

**O. SIGNATURES:**

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**Employee**                      **Date**

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**Previously signed**  
**Tribal Administrator**                      **Date**

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**Manager**                      **Date**

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**Previously signed**  
**HR Director**                      **Date**