



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** Substance Use Disorder Counselor  
**SUPERVISOR:** FRC Clinical Director  
**LOCATION:** Family Resource Center  
**POST DATE:** February 9, 2024  
**CLOSING DATE:** Open until filled

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**General Description:** The primary responsibility of this position is to provide confidential, respectful, and culturally sensitive services to adolescents and adult clients, their close family members, and the community which will assist in reducing problems related to the use of alcohol and other drugs and problem gambling.

**Qualifications:** Substance Abuse Counselor-In Training Certification is a requirement; SAC or CSAC preferred. Associates, Bachelors or Master's Degree in Substance Use Disorder counseling, Social Work, or Human Services is preferred. Experience in providing assessment and treatment services in a state certified outpatient facility. Strong skills in working with children, adults and families, also working with Native American individuals and families.

**Salary:** Negotiable based on experience.

**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:** Substance Use Disorder Counselor

**B. DEPARTMENT:** Family Resource Center

**C. SUPERVISOR'S TITLE:** FRC Clinical Director

**D. DESCRIPTION OF DUTIES:** The primary responsibility of this position is to provide confidential, respectful, and culturally sensitive services to adolescents and adult clients, their close family members, and the community which will assist in reducing problems related to the use of alcohol and other drugs and problem gambling. Specific duties include but are not limited to:

1. Provide clinical screenings, assessments, diagnostic evaluations, counseling, client advocacy and crisis intervention.
2. Develop treatment plan based on assessment, clinical experience, evidence based and client's history in accordance with state statute.
3. Provide direct counseling services to adolescents/adults and families through individual, couples and group services.
4. Must maintain accurate and timely documentation of all client contacts.
5. Review and evaluate client's progress every 30 to 90 days in relationship to client's measurable goals and adjust treatment plan as needed.
6. Attend intake, supervision, case management weekly meetings and other meetings as requested.
7. Maintain a confidential client record keeping system in accordance with program and state guidelines.
8. Maintain a professional and cooperative relationship with all programs involved with providing services to the tribal community.
9. Provide reports and client lists to Family Resource Center Director.
10. Track your supervision hours, staff cases as needed and refer clients to appropriate resources i.e. mental health counseling or CCS program.
11. Participate in continuing educational opportunities which promote personal and professional growth and complete mandatory annual trainings as assigned.
12. Return phone calls and respond to emails in a timely manner.
13. Works toward maintaining requirements of AAAHC certification and conducts appropriate follow-up
14. Understands and practices the principles of HIPAA confidentiality. Participate in related mandatory training and enforces standards and regulations of HIPAA with all employees.
15. Assist in developing and/or departmental policies as necessary.
16. Perform all other duties as assigned.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Frequent contact with children, families, individuals, couples, and groups.

2. **External:** Frequent contact with outreach services, schools, Tribal agencies, and other social service agencies.

**F. SUPERVISORY RESPONSIBILITIES.** None

**G. SUPERVISION RECEIVED:** FRC Clinical Director or designee to provide clinical supervision based on DHS 75 requirements.

**H. EDUCATION:** Substance Abuse Counselor – In Training certification through Wisconsin Department of Safety and Professional Services is a requirement; SAC or CSAC preferred. Associates, Bachelors or Master’s Degree in substance use disorder counseling, social work or human services preferred.

**I. EXPERIENCE:** Experience providing assessment and treatment services in a state certified AODA facility Strong skills in working with children, adults and families, also working with Native American individuals and families.

**J. SKILLS:**

1. Basic knowledge of Substance use disorders, effects on children, adults and families.
2. Twelve core functions, ASAM, NADDAC Code of Ethics and trauma informed care.
3. Possess current BLS certification within six (6) months of hire and maintain as a condition of employment.
4. Strong computer literacy

**K. WORKING ENVIRONMENT:**

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

**L. BEHAVIORS:** The vision, goals and objectives of the Lac du Flambeau Band of the Chippewa Indians requires the Substance Use Disorder Counselor to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, clients and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each client, 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 subject to disciplinary action.

**M. 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. Criminal background check required for compliance of the Indian Child Protection Act and Family Violence Act. Must submit to and pass a drug test prior to commencing employment and random thereafter.

Employee must provide proof of vaccines or of immunity to measles, mumps, rubella, varicella, and Pertussis/TDaP at time of employment and if required, submit to a TB skin test. Must have a valid Wisconsin driver's license and insurance coverage. Must comply with requirements for credentialing and privileging processes. 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.

**N. SIGNATURES:**

_____ <b>Employee</b>	_____ <b>Date</b>	_____ <b>Manager</b>	_____ <b>Date</b>
_____ <b>Previously signed</b>	_____ <b>Date</b>	_____ <b>Previously signed</b>	_____ <b>Date</b>
<b>Tribal Administrator</b>		<b>Human Resources Director</b>	