TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Substance Use Counselor**
SUPERVISOR: Gookomis Endaad Director
LOCATION: Gookomis Endaad Substance Use Treatment Facility
POST DATE: November 2, 2026
CLOSING DATE: Open until filled

General Description: The primary responsibility of this position is to provide confidential, respectful, and supportive counseling, and culturally sensitive services to residents, and their family members in a residential setting. Services will be administered through individual and group sessions, which will assist in reducing problems related to the use of alcohol and other drugs.

Qualifications: Minimum of an Associate's degree required. Bachelor's in Human Development or related studies preferred. SAC-IT eligible, SAC or CSAC certification preferred. Minimum of one-year experience providing assessment and treatment services in a state certified AODA facility or private practice or education. Understanding and use of the ASAM and biophysical data collection and implementation for treatment plans, or willingness to obtain training required.

Salary: $29.00-$31.00/hr. depending on 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 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

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
Exempt Position Description

A. **TITLE OF POSITION**: Substance Use Counselor

B. **DEPARTMENT:** Gookomis Endaad Substance Use Treatment Facility

C. **SUPERVISOR'S TITLE**: Gookomis Endaad Director

D. **DESCRIPTION OF DUTIES:** The primary responsibility of this position is to provide confidential, respectful and supportive counseling, and culturally sensitive services to residents, and their family members in a residential setting. Services will be administered through individual and group sessions, which will assist in reducing problems related to the use of alcohol and other drugs. Specific duties include but are not limited to:

1. Evaluate residents, review records, and confer with other professionals to evaluate individuals' mental and physical condition and to determine their suitability for participation in specific programs.
2. Provide clinical screenings, assessments, diagnostic evaluations, counseling, client advocacy and crisis intervention, in accordance with GE's policies.
3. Develop treatment plan based on assessment, clinical experience, evidence based and client's history in accordance with state statues.
4. Provide direct counseling services to residents and families through individual and group services, to assist in overcoming dependencies, adjusting to life or making changes.
5. Coordinate counseling and continuing care efforts with recovery coaches, mental health professionals or other health professionals, such as doctors, nurses, or social workers.
6. Review and evaluate client's progress every 30 to 90 days in relationship to client's measurable goals and adjust treatment plan to comply with changes in resident status, also in accordance with GE policies, and through state statue.
7. Attend supervisor meeting, case management weekly meetings with GE staff, and other meetings as requested.
8. Maintain a confidential client record keeping system in accordance with program and state guidelines in an accurate and timely manner, including and not limited to the resident's histories and progress, services provided, or other required information.
9. Coordinate efforts as part of the treatment team that includes the physician, administrator, behavioral health counselor, nurse, case manager, and recovery coach(es).
10. Provide Substance Use Disorder reports and client lists to GE Director.
11. Track your supervision hours, staff cases as needed and refer clients to appropriate resources, i.e. mental health counseling or CCS program.

12. Participate in continuing educational opportunities which promote personal and professional growth and complete mandatory annual trainings as assigned, including updates to state statue.
13. Return phone calls and respond to emails in a timely manner.
14. Follow progress of discharges residents who participate in aftercare programs to determine effectiveness of treatments.
15. Maintain a professional and cooperative relationship with all programs involved to develop, implement, or evaluate public education, prevention, or health promotions programs, to the tribal community.
16. Other related duties as assigned.

E. **POSITION RELATIONSHIPS:**

1. **Internal:** Frequent contact with residents, Administrator, Physician, Recovery Coaches, House Manager, Peacekeeper, other Mental Health, Nurse other physical health providers and Clinical Director.
2. **External:** Frequent contact with residents and family members, and outside resources to coordinate necessary services.

F. **SUPERVISORY RESPONSIBILITIES**. None

G. **SUPERVISION RECEIVED**: Gookomis Endaad Director

H. **EDUCATION:** Minimum of an Associate's degree required**,** Bachelors in Human Development or related studies. SAC-IT eligible, SAC or SCAC certification preferred.

I. **EXPERIENCE:** Minimum of one-year experience providing assessment and treatment services in a state certified Substance Use Disorder facility or private practice or education. Understanding and use of the ASAM and biopsychosocial data collection and implementation for treatment plans; or willingness to obtain training required.

J. **SKILLS:**

1. Basic knowledge of chemical dependency, effects on children, adults, and families.
2. Twelve core functions, ADAM, NADDAC Code of Ethics and trauma informed care.
3. Possess current HeartSaver or 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 with frequent contact with others in what may be highly volatile situations. Travel may be required.
2. Exposure to Hazards: Potential for exposure to disease or infections.
3. Physical Requirements: Requires sitting, standing, walking bending, and light lifting.

L. **BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior 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, 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.

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. 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, hepatitis B, Td/Tdap (tetanus/diphtheria/pertussis) at the time of employment and submit to a TB test. Must submit to FIT testing for N95. Current driver's license, reliable personal transportation, liability, and ability to be insurable under the Tribe's insurance plan is required. 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:**

Employee	**Date**	**Manager**	**Date**
Previously signed		Previously signed	
Tribal Administrator	**Date**	**Human Resource Director**	**Date**