

**Little Traverse Bay Bands of Odawa Indians**  
Job Posting

**Job Title:** MASTER'S LEVEL COUNSELOR – CTAS PA-3 GRANT  
**Department:** Health  
**Reports to:** Health Director/Mental Health and Substance Abuse Manager  
**Status:** Exempt  
**Salary:** \$36,121.00 - \$48,870.00  
**Level:** 5  
**Terms:** This position is a grant funded position. The grant term is from October 1<sup>st</sup>, 2012 to September 30<sup>th</sup>, 2015.  
**Opens:** May 19, 2014  
**Closes:** June 9, 2014

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## **SUMMARY**

Under the direction of the JSASA (Justice and Substance Abuse) Project Director (Tribal Court Administrator), and under the clinical supervision of the LTBB Substance Abuse/Mental Health/Prevention Program (SA/MH/P), assesses individual client needs; develops and implements individualized treatment programming; monitors progress toward specific goals and objectives; participates in case staffing and utilizes case management; conducts individual, family, couples, and group therapy sessions with all age groups. Provides clinical consultation to Tribal Court Drug Court members, and performs other duties as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Clinician must know the twelve core functions of counseling which include:

- Screening/Intake/Orientation – Determine eligibility for admission into treatment, identifying critical demographic information and providing a description of services to the client.
- Assessments – Clinician must be proficient in interviewing, assessment and making appropriate recommendations utilizing DSM-IV TR and ASAM criteria via biopsychosocial assessment tools incorporating clinical judgment and diagnostic experience.
- Treatment Planning – Based on the assessment, clinician and client must develop a treatment plan to address issues requiring resolution and identify strategies and resources to be utilized.
- Therapy/Counseling – Clinician will be competent in providing therapeutic skills to assist clients achieve goals and objectives through various methods of theoretic approaches, always appropriate for the client and particularly culturally sensitive to the tribal clients.
- Progress/Reports and Recordkeeping – Clinician will monitor the person served progress in a timely fashion by written documentation in the client's chart. This progress note will be clear, legible, concise and understandable.
- Data – Clinician will collaborate with the JSASA Justice team to enhance data base to develop relevant clinical data under the confidentiality guidelines of HIPPA and 42CFR Part 2.

- Case Review/Continued Care – Clinician will collaborate with clinical and administrative supervisors and department staff through regular case review processes in order to provide quality care to the person served.
- Clinician will collaborate with other local and tribal agencies to provide services for re-entry needs of those leaving incarceration.
- Case Management/Referrals – Clinician will collaborate with other tribal staff (SA/MH/P) and with other treatment providers to provide quality services. Clinician serves as the case manager for the person served. In collaboration with the Manager of SA/MH/P and their programs, appropriate outside referrals will be made and monitored when the therapist or department cannot meet the needs of the person served.
- Crisis Intervention – Clinician will be able to respond to the needs of the person served when they may experience acute, emotional problems and/or distress.
- Prevention – Clinician will collaborate with SA/MH/P SPF-SIG project to support the implementation of evidence-based practices and strategies to prevent alcohol and drug abuse in the community to support the success of the JSASA project.
- Services to Veterans – Clinician will specifically outreach to veterans and their families who are either already court involved or will work with them to prevent court involvement. Under the guidance of the Manager of SA/MH/P clinician will collaborate with the Veterans Administration and the Manager of SA/MH/P to explore the feasibility of distance therapy (e-therapy) to provide services to veterans who are disabled or who live in remote areas. (The equipment already exists in the Health Department.)
- Education – Clinician will consistently provide information in order to educate clients and family that will help them to achieve treatment goals.

#### **OTHER DUTIES**

- Clinician will participate in multi-disciplinary teams (justice teams and SA/MH/P team) on behalf of the person served and support team decisions.
- Clinician will utilize *clinical* supervision through SA/MH/P professional clinical staff.
- Clinician will participate in professional development in order to maintain credentials.
- Clinician will assist the person served to develop support network and be willing to advocate on behalf of the client.
- Clinician will provide required documentation to appropriate referring agencies as directed and will testify in court when required.
- Clinician will maintain strict confidentiality of the records of clients and families served by adhering to Federal, State and Tribal laws.
- Clinician will maintain professional and ethical behavior at all times.
- Clinician will participate in department activities and/or gatherings as a means of encouraging a cultural experience for clientele and their families, and will utilize treatment modalities that are evidence-based and that incorporate innovative approaches to physical activity as alternative interventions and prevention methods to provide alternatives to alcohol and drugs.

- Assist Court Administrator in program development by observing and reporting on program structure and effectiveness as it relates to project goals and objectives and grant requirements.
- Clinician must be willing to be flexible in scheduling according to the needs of the person served.
- Clinician must be willing to make home and correctional facility visits when necessary.
- Clinician must be knowledgeable of substance abuse and psychiatric disorders as co-occurring diseases.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of basic structure and procedures of tribal court and other court systems, and criminal justice systems, both adult corrections and juvenile detention, jails and re-entry. Knowledge of both psychiatric and substance abuse and skills regarding diagnosis and treatment. Knowledge of various therapeutic skills, techniques and methods to suit the specified needs of the person served, utilizing various theories of psychology such as existential, person centered, evidence-based, strength based, cognitive-behavioral and if appropriate, tribal healing methods (or refer to cultural advisor). Knowledge and experience working with Native American individuals and their families, including development across the lifespan. Skill in preparing comprehensive case reports and other required documentation. Skills in basic computer operations such as Microsoft Word and other computer driven software. Clinician must have ability to establish rapport with individuals requiring therapy and must communicate effectively with clients and with court and collaborating SA/MH/P staff and with various outside agencies. If a recovering alcoholic or addict must have 4 years of sobriety.

## **EDUCATION and/or EXPERIENCE**

Required:

- Master's Degree in Counseling, Social Work, or Psychology from an accredited college or university.
- Good work history and attendance history from previous employers.

Preferred:

- Licensed as a Masters Level Social Worker or Licensed Professional Counselor in the state of Michigan (LMSW, LLMSW, LPC, or LLPC)
- If holds an LLMSW or LLPC, has a minimum of one year experience. That year of clinical experience is with an emphasis on substance abuse treatment under clinical supervision, and the year experience is being applied toward licensure requirement.
- One year post graduate direct clinical work experience treating substance abuse, mental health and co-occurring disorders
- Holds a Degree specific to Substance Abuse
- Willing to prepare for and apply for CAAC (Certified Advanced Addictions Counselor) valid in Michigan

## **COMMENTS**

Clinician is required to complete continuing education required to maintain licensure.

Must possess a valid State of Michigan driver's license.

Indian Preference will apply.

Applicants must pass a full background check.