

# Little Traverse Bay Bands of Odawa Indians

## RE-POSTED JOB POSTING

**Job Title:** Grant Coordinator/Therapist  
**Department:** Health  
**Reports To:** Mental Health/Substance Abuse Manager/Health Director  
**Status:** Exempt  
**Salary Range:** \$36,121 - \$48,870  
**Level:** 5  
**Terms:** Position is grant funded. Grant ends 9/30/2017  
**Opens:** January 28, 2015  
**Closes:** February 18, 2015

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### SUMMARY

Primary responsibilities include implementation of US Department of Justice Coordinated Tribal Assistance Solicitation, Tribal Courts Assistance Program and Indian Alcohol and Substance Abuse Prevention Program Grant (CTAS PA 3). Program development, implementation, budget management, and reporting according to grant guidelines. Will also provide outpatient substance abuse/mental health treatment services to the LTBB community and assisting with other duties as assigned by supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

### GRANT MANAGEMENT:

- Understand grant goals, objectives, and strategies thoroughly.
- Develop and implement a work plan for achieving grant success.
- Research and present evidence based prevention and treatment options for substance abuse prevention models.
- Coordinate with Cultural Advisor to supplement program with appropriate cultural elements and curriculum.
- Recruit program participants from target audiences.
- Implement program with participants.
- Collect data as necessary. Assess, evaluate, and survey program activities, progress, and participants.
- Provide grant reports and information as required.
- Implement grant budget and ensure grant budget parameters are followed and met.
- Attend meetings, trainings, and give presentations when assigned.

### THERAPIST:

- Able to provide intake, assessment, treatment planning, placement of appropriate levels of care, counseling, discharge and referral services by applying the 12 core functions of the substance abuse counseling. Able to implement mental health treatment modalities.
- Individual substance abuse and/or mental health counseling based on treatment plan.
- Provide recovery management (aftercare), case management, and follow-up counseling services.
- Provide suicide intervention and other crisis intervention when necessary.
- Advocate on behalf of substance abuse person served.

- Provide proper documentation of services in a timely manner, i.e., progress/reports/recordkeeping. Documentation will be clear, legible, concise and understandable.
- Maintain a collaborative relationship with other human service agencies.
- Coordinate services with: school districts, health, justice system, law enforcement, tribal drug court and other departments and/or agencies outside of the tribe.
- Abide by Federal laws of Substance Abuse confidentiality (42 CFR) and HIPAA, substance abuse protocols, and the LTBB and Substance Abuse Code of Ethics.
- Participate in clinical case review process and staff meetings.
- Participate in professional development for certification and/or to maintain certification.
- Participate in department activities and/or gatherings as a means of providing a cultural experience for persons served and their families, plus providing an educational activity as alternate interventions and prevention methods to promote substance free and health choices.
- Assist Program Manager in maintaining an environment that is collegial, welcoming, safe, and promotes healthy recovery for the persons served.
- Make home visits, correctional facility visits, and school visits when necessary.
- Be knowledgeable of substance abuse and mental health as a co-occurring disease.

**KNOWLEDGE, SKILL, and ABILITIES:**

- Must be knowledgeable of Native culture.
- Must be a self-starter with excellent organizational and time management skills to effectively coordinate multiple projects and duties with absolute attention to detail
- Understanding of grant funding and programs
- Knowledge of prevention activities and resources
- Knowledge of the principles and practices of youth and young adult program planning, development and administration
- Skills and experience in budget preparation and fiscal management
- Advanced verbal and written communication skills and the ability to present effectively to various size groups
- Knowledge of computer software programs, specifically spreadsheets, database and word processing
- Must have excellent work history with LTBB, if ever employed by LTBB.
- Hours may vary, must be able to work some weekend and evening hours. Travel may be required.

**EDUCATION and/or EXPERIENCE**

Masters Degree in Counseling or related field of study required. Must be in the process of obtaining or possess a Michigan license. Must also have a CADC/CAADC or be willing to file development plan for one within three months of hire. Three years recent experience providing substance abuse/mental health counseling is desired. If recovering from substance abuse/dependence, applicant must have a minimum (4) years of sobriety. Must have valid Michigan Chauffeur's License within three (3) months of hire.

**COMMENTS**

Indian Preference will apply.