

# Little Traverse Bay Bands of Odawa Indians

## JOB POSTING

<b>Job Title:</b>	<b>Masters Level Counselor</b>
<b>Department:</b>	Behavioral Health
<b>Reports To:</b>	Behavioral Health Manager
<b>Status:</b>	Exempt (40 hours per week)
<b>Salary Range:</b>	<b>\$36,121.00 - \$48,870.00</b>
<b>Level:</b>	5
<b>Opens:</b>	April 26, 2016
<b>Closes:</b>	May 17, 2016

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### SUMMARY

Under the direction of the Substance Abuse/Mental Health Program Manager, 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.

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

Clinician must know the 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, administer psychological tests, score, interpret and write psychological reports.
- **Assessments** – Clinician must be proficient in interviewing, assessment and making appropriate recommendations utilizing DSM-IV TR and ASAM criteria via bio-psychosocial assessment tools based on clinical judgment and diagnostic experience.
- **Treatment Planning** – Based on the assessment, clinician and client must develop a client treatment plan with obtainable goals together to address issues requiring resolution and agree on strategies and resources to be utilized.
- **Therapy/Counseling** – Must be competent in providing therapeutic skills to assist clients achieve goals and objectives through various therapeutic approaches, always appropriate for the client and culturally sensitive.
- **Progress/Reports and Recordkeeping** – clinician will monitor the progress of the person served in a timely fashion by written documentation in the client's chart. This progress note will be clear, legible, concise and understandable.
- **Case Review/Continued Care** – Clinician will collaborate with supervisor and department staff through a regular case review process in order to provide quality care to the client.
- **Case Management/Referrals** – Will collaborate with other department staff (physician, physician assistant, other mental health staff) and with any other treatment providers to provide quality services.
- **Crisis Intervention** – Will be able to assess and respond to the needs of the client when they may experience acute, emotional problems and/or distress.
- **Education** – Clinician will consistently provide information in order to educate clients and family that will help them to achieve treatment goals.
- **Chart Management:** Will complete chart documentation within timelines prescribed by the Program Manager.

### OTHER DUTIES

- Will provide clinical supervision / or obtain clinical supervision depending on licensure Status
- Will provide required documentation to appropriate referring agencies as directed and testify in court when required.

- Will maintain strict confidentiality of the records of clients and families served by adhering to Federal, State and Tribal laws.
- Will maintain professional and ethical behavior at all times.
- Will participate in cultural education opportunities in order to increase knowledge of Native culture and traditions, and to be able to guide clients towards cultural resources as requested.
- Willing to be flexible in scheduling according to the needs of the department.
- Willing to make home and correctional facility visits when necessary.
- Must be knowledgeable of substance abuse and psychiatric disorders as co-occurring diseases.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- 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 clients, utilizing various theories of psychology and as appropriate, cultural approaches.
- Knowledge of the basic structure of the criminal justice system and/or the system to assist the clients with disabilities.
- Knowledge of working with Native American individuals and their families.
- Skill in preparing comprehensive case reports and other required documentation.
- Basic computer skills required.
- Must communicate effectively with clients and with department staff.
- If a recovering alcoholic or addict must have minimum of five years of sobriety.

## **EDUCATION and/or EXPERIENCE**

### Required:

- Masters Degree in Social Work or Professional Counseling with a clinical focus in counseling from an accredited college or university,
- Minimum of one year experience under clinical supervision.
- License to practice in the State of Michigan
- Billable under Medicaid, Medicare, and private insurances

### Preferred:

- Fully Licensed to practice in State of Michigan

## **COMMENTS**

- Indian Preference will apply.
- Must possess a valid State of Michigan driver's license.
- Successful candidate must pass a full background check.