



Picayune Rancheria of the Chukchansi Indians

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93644

Phone (559) 412-5590 – Fax (559) 400-0340

JOB DESCRIPTION – SUBSTANCE ABUSE PREVENTION COUNSELOR

Reports To: ICWA Director

Department: ICWA

Status: Non-Exempt

Salary Range: DOE

SUMMARY & SCOPE OF POSITION:

In the Indian Child Welfare Act (“ICWA”) Department, the Substance Abuse Prevention Counselor will help provide direction and support to Picayune Rancheria of the Chukchansi Indian adults and their families. In this role, you will be responsible for developing treatment and recovery plans and identifying behaviors that impede rehabilitation. You may also be required to facilitate individual and group therapy sessions. To ensure success, Substance Abuse Prevention Counselors should be familiar with the latest treatment methods and collaborate with other mental health care specialists.

DUTIES & RESPONSIBILITIES:

- Manage all aspects of a case, from date of entry to date of discharge.
- Evaluate patients' physical and mental behaviors.
- Develop appropriate treatment and recovery plans.
- Facilitate individual and group therapy sessions.
- Monitor patients over time to assess treatment progress.
- Collaborate with psychiatrists, doctors, nurses, social workers, and departments of correction.
- Identify barriers to treatment and recovery.
- Assist primary caregivers to manage addiction-related behavior.

QUALIFICATIONS:

- Associates degree in chemical dependency counseling, social work, human services, or a Bachelor's degree with coursework in chemical dependency
- Must have knowledge of Tribal organizations and services provided by the Social Services/ICWA Department, Licensed Mental Health Counselor (“LMHC”), or similar.
- Knowledge of child welfare system
- Knowledge of community resources for various counties where tribal families reside.

- Sensitive to the diverse needs of families
- Previous experience with the treatment of substance abuse disorders
- Familiarity with electronic health record systems like AVATAR would be preferred
- Experience with co-occurring health and mental health problems
- Application of the Substance Abuse and Mental Health Services’ (“SAMHSA”) best practice indicators
- In-depth knowledge of drug and alcohol testing to monitor treatment plans and medical instructions.
- Excellent written and oral communication skills
- Exceptional interpersonal skills and a compassionate nature
- Must adhere to strict confidentiality in all matters and sign a confidentiality statement prior to employment.

APPLICATION PROCESS:

- If you are interested in this position, please submit the following:
 - Completed Application
 - Cover Letter and Resume
 - Documentation of completion of Education
 - If claiming Tribal Preference, please provide proof of Tribal Identification
- All requested information must be submitted to the Human Resources office by 5:00PM on the closing date. Incomplete applications or failure to submit the requested information will result in the disqualification of your application.
- Submit To: PRCI Human Resources P.O. Box 2226 Oakhurst CA, 93644. You may also submit your application and all supporting documents via email: jobs@chukchansi-nsn.gov

PRCI TRIBAL PREFERENCE:

In accordance with applicable Tribal Law, and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must submit verification of enrollment in the Tribe. Preference means that Tribal Members who meet the minimum qualifications set forth in the job announcement and position description shall be hired before better qualified non-Tribal Members.

INDIAN PREFERENCE STATEMENT:

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

Employee Signature

Date

Approval Signature

Date