



Position Description

Job Title:	Substance Use Support Program Counselor
Reports To:	Community Services Director
Supervises:	None
Classification:	Hourly
Anticipated Starting Salary:	\$35 - \$40 per hour 25 hours a week

The initial review date for this position will be March 25th, 2024. Submissions received after this date **may** be considered at the discretion of the hiring committee.

Position Summary

The Substance Use Support Program Counselor (SUSPC) partners with the Substance Use Support Program Specialist to oversee the activities of a small, independent alcohol and drug program. This position works closely with health care service providers and rehabilitation programs to assist Tribal Member enrollment into inpatient programs. As part of the aftercare team, this position will facilitate individual and group sessions and case management.

Substance Use Support Program Specialist responsibilities may include, but are not limited to:

- Conduct initial screening, intake, and assessment of clients
- Coordinate inpatient services as needed with the assistance of the Substance Use Support Program Specialist
- Provide transportation support for clients entering and exiting inpatient services
- Coordinate aftercare services
- Develop treatment plans
- Maintain proper record keeping and documentation
- Facilitate individual and group sessions

Minimum Qualifications

- Alcohol and Drug Counselor Certificate issued by the State of California
- Must possess knowledge of chemical dependency, substance use and personality dynamics of the substance user.
- Knowledge of principles and practices of counseling techniques
- Skill in interviewing and communicating to elicit information and cooperation from patients
- Skill in facilitating support groups
- Knowledge of community resources and referral agencies

- Strong communication and facilitation skills with all levels of an organization
- Ability to collect data and prepare written reports based on given information
- Excellent verbal and written communication skills
- Basic proficiency with Microsoft Windows and Office (Word, Excel, Outlook)
- Ability to critically analyze and creatively solve problems
- Ability to understand and follow existing policies and procedures
- Ability to work individually and as part of a team in a diverse work place with people of varying cultures and backgrounds
- Ability to quickly learn new office support technology systems and software packages

Preferred Qualifications

- Knowledge of traditional, cultural and spiritual practices of the diverse American Indian/Alaskan Native community, as well as ability to work with other racially, culturally, ethnically, and financially diverse populations
- Above average proficiency with Microsoft Office
- Experience with Google Docs, Sheets, Forms, or Drive
- Experience working with Native American communities

Additional information

- This work involves long periods of sitting and may include walking, bending, crouching, stooping, stretching, reaching, or similar activities, and lifting of moderately heavy items, up to 40 lbs.
- Must be able to work nights and weekends as needed
- Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25 U.S. Code § 472 and 473). Applicants claiming Indian preference must submit verification by Tribe of affiliation or other acceptable documentation of Indian heritage.
- Must be eligible for coverage under the Tribe's vehicle insurance policy.
- Must possess a current, valid driver's license, provide a current DMV printout, and be willing to travel locally, regionally, statewide and/or out-of-state, as necessary.
- All offers of employment are contingent upon:
 - successful completion of background check with adjudication;
 - successful reference check;

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The Mechoopda Tribe of Chico Rancheria reserves the right to revise this job description at any time. The job description is not to be construed as a contract for employment.