



Cow Creek Government Office

Position Description

Position Title: Chemical Dependency Counselor II

Department: CCH&WC

Reports To: Behavioral Health Operations Manager

FLSA Designation: Exempt

POSITION PURPOSE:

Chemical Dependency Counselor is responsible for the supervision, development, & implementation of the Chemical Dependency Counselor (CDC) & Clinical Associates of behavioral services programs. This position works as part of a multi-disciplinary team to provide quality therapeutic & culturally acceptable direct care & skill-building educational services. Chemical Dependency Counselor (CDC II) is responsible for the day-to-day performance of the Chemical Dependency Counselors & Clinical Associate employees.

Provide individual, group & family therapy for new & an established caseload. Provide intake & assessments based upon Tribal program protocols & standards.

ESSENTIAL FUNCTIONS:

- Directs & evaluates assigned staff, processing employee concerns & problems, directing work, counseling, disciplining, & completing employee performance appraisals.
- Coordinates, assigns & reviews work & establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice & direction as needed.
- Appears in Court as necessary, reporting to Judge, attorneys & district attorneys updates on current screened clients.
- Advocates for clients' charges to be dismissed, identifies material witnesses to testify on behalf of clients.
- Administratively documents revenue review, client intake & discharge.
- Trains Personal Trainers to keep up to date on laws & local mental health & chemical dependency requirements.
- Performs other duties as assigned.
- Counsel clients & interprets to professional & lay groups the special psychosocial needs of clients by identifying psychosocial disorders.
- Responsible for the content of education & chemically dependency programs for both individual clients & groups of clients & serves as liaison to community, individuals & groups as appropriate.
- Provide collateral consultation, as appropriate

- Evaluate crisis situations & provide short term counseling & crisis intervention, as necessary.
- Assist in the assessment, planning, arranging, & implementing of psychosocial programs.
- Maintain client files according to clinical procedures & ensure confidentiality of files.
- Participate in staff & clinical meetings & regularly scheduled peer review/quality control supervision.
- Carry out program goals per grant requirements & as outlined by the Department Manager & Health Director.
- Submit monthly board reports quarterly reports & other reports as requested.
- Conduct surveys & studies relating to psychosocial status & patterns of population groups as directed.
- Review & evaluate recent psychosocial health research & interpret it to professionals & clients.
- Use tests, measurements, & measurement scale for general & specific assessments as well as objective patient criteria in the provision of services & evaluation procedures.
- Provide in-service presentations to staff as needed or required.
- Provide Tribal service information as an outreach worker, as established by team.
- Other duties as assigned

QUALIFICATIONS:

- Two years of experience as a chemical dependency or mental health counselor or closely related field
- Must be a Licensed Chemical Dependency Counselor II.
- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen
- Experience with trauma-informed services.
- Knowledge of integrated service & support rules (ISSR) as they relate to requirements as these relate to continuing care.
- Assessment, consultation & intervention experience required.
- Outpatient individual & family therapy experience required.
- Cultural training & experience working with tribes, preferred.
- Three or more years of experience with designated population required.
- Must demonstrate the ability to work effectively with individuals from different cultural & ethnic backgrounds; including the ability to understand the behaviors of other individuals or groups in settings where several cultures coexist, & make appropriate recommendations.
- Proficiency in verbal & written communication skills.
- Possess basic computer skills, personal computer word processing, use of electronic medical record (EHR), & provide team support for efficient functionality.