KEWEENAW BAY INDIAN COMMUNITY

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

2016 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
EDDY EDWARDS
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, SR.
DONALD SHALIFOE, SR.

TREATMENT COUNSELOR

One (1) Full-time, Non-exempt position
[Female-only position]

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Qualification Sheet
- ☐ Current Resume'
- ☐ Cover Letter
- ☐ Minimum of three (3) Letters of Recommendation
- ☐ Copy of valid, unrestricted Michigan Driver's License
- ☐ UMICAD Level 1 Test results
- ☐ CADC1 credentialing, if applicable
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Hannah Beesley, Personnel Director
16429 Beartown Road
Baraga, MI 49908
Phone: 906-353-6623, ext. 4140 or 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Distribution Date: May 19, 2016

Closing Date: June 3, 2016 at 4:00pm or Until Filled

Debra L Piccinni 4-21-16
TERO Approval Date

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POSITION DESCRIPTION

POSITION: **Treatment Counselor**
Full-time, Non-exempt position

LOCATION: New Day Treatment Center, L'Anse, Michigan 49946

SUPERVISORY CONTROL: Counseling Supervisor

SALARY: Grade 8 (minimum starting wage = $15.21/hour)

QUALIFICATIONS:

- Must possess High School Diploma or Equivalent. (This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below.)
- Must possess a valid, unrestricted Michigan Driver's License; reliable vehicle; vehicle insurance; a good driving record; and be insurable to operate fleet vehicles.
- Must possess a passing score on UMICAD (Upper Midwest Indian Council on Addictive Disorders) Level 1 Test.
- Pursuing a CADC 1 (Certified Alcohol Drug Counselor) through UMICAD and ultimately achieving CADC reciprocal level through MCBAP (Michigan Certification Board for Addiction Professionals).
- Be willing to further education in the counseling/substance abuse field.
- Four (4) years sobriety for a recovering substance abuser.
- Ability to legibly document client information.
- Knowledge of, or willingness to learn, Native American traditions.
- Ability to relate to both Native and non-Native clients.
- Must maintain strict confidentiality
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

INDIAN PREFERENCE: Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE: Preference will also be given to qualified Veterans who do not have bad conduct or dishonorable discharges (need DD214).

DUTIES AND RESPONSIBILITIES:

1. Assume a caseload of five (5) to eight (8) clients.
2. Review and utilize client intake information.
3. Complete problems assessment process using results of written and verbal interviews; determine and request additional testing; explain client releases of information, both criminal & non-criminal.
4. Complete the treatment planning process outlining goals and activities, assign reading material used in treatment.
5. Complete a minimum of one formal one-to-one session per week with each assigned client to develop a treatment plan; progress toward goals and also be available for additional one-to-one counseling as needed.
6. Facilitate group activities as planned and assigned by supervisor.
7. Arrange for family counseling sessions as needed.
8. Plan with each client necessary termination goals; review with each client the treatment progress and develop an aftercare treatment plan which addresses support systems and appropriate referrals to assure a continuum of care.
9. Review case difficulties with supervisor or in a staff meeting with other counselors.
10. Maintain client files/documentation in regard to client progress, including CSAS and I.H.S. documentation.
11. Be available for bi-weekly staff meetings in addition to case conferences.
12. Provide weekend and holiday counseling coverage on a rotating basis with other counseling staff. Facilitate required groups on weekends and holidays.
13. Follow federal confidentiality guidelines.
14. Knowledge of Steps 1-5 of AA program and facilitate groups in these steps.
15. Knowledge of the 12 core functions.
16. Knowledge of various treatment modalities and utilize appropriately.
17. Complete required training for CADC qualifications and as directed by supervisor.
18. Sign and abide by a Counselor's Code of Ethics.
19. Other duties as assigned by supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not motioned that are of similar kind or level of difficulty.

Distribution Date: May 19, 2016

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Qualification Sheet

Name: _____ POSITION: **TREATMENT COUNSELOR**

Please list your specific experience and knowledge in regards to the following qualifications:

Must possess High School Diploma or Equivalent. (This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below.)

_____

_____

Must possess a valid, unrestricted Michigan Driver's License; reliable vehicle; vehicle insurance; a good driving record; and be insurable to operate fleet vehicles.

_____

_____

Must possess a passing score on UMICAD (Upper Midwest Indian Council on Addictive Disorders) Level 1 Test.

_____

_____

Pursuing a CADC 1 (Certified Alcohol Drug Counselor) through UMICAD and ultimately achieving CADC reciprocal level through MCBAP (Michigan Certification Board for Addiction Professionals).

_____

_____

Be willing to further education in the counseling/substance abuse field.

_____

_____

Four (4) years sobriety for a recovering substance abuser.

_____

_____

Qualification Sheet

Ability to legibly document client information.

_____

_____

Knowledge of, or willingness to learn, Native American traditions.

_____

_____

Ability to relate to both Native and non-Native clients.

_____

_____

Must maintain strict confidentiality.

_____

_____