

# KEWEENAW BAY INDIAN COMMUNITY

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

## 2021 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President  
GARY F. LOONSFOT, JR., Vice President  
KIM KLOPSTEIN, Secretary  
TONI J. MINTON, Assistant Secretary  
DOREEN G. BLAKER, Treasurer

ROBERT "R.D." CURTIS, JR.  
EDDY EDWARDS  
DALE F. GOODREAU  
RANDALL R. HAATAJA  
SUSAN J. LAFERNIER  
RODNEY LOONSFOT  
DON MESSER

## Counseling Supervisor

Full-time, Non-exempt, 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
- Current Resume'
- Personal Statement
- Copy of current, valid Michigan Driver's license
- Copy of college transcripts, if applicable
- CADC II or MCBAP CADC credentialing, if applicable
- Minimum of three (3) Letters of Recommendation
- 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  
Personnel Department  
16429 Beartown Road  
Baraga, MI 49908  
Phone: 906-353-6623  
Fax: 906-353-8068  
Email: [personnel@kbic-nsn.gov](mailto:personnel@kbic-nsn.gov)

**Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.**

**LAKE SUPERIOR BAND OF CHIPPEWA INDIANS**

"Home of the Midnight Two-Step Championship"

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2021 TRIBAL COUNCIL

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## POSITION DESCRIPTION

### **POSITION:**

#### **Counseling Supervisor**

Full-time, Non-exempt position

### **LOCATION:**

New Day Treatment Center  
L'Anse, Michigan

### **SUPERVISORY CONTROL:**

Substance Abuse Programs Director

### **SALARY:**

Grade 9 (minimum starting wage = \$16.33/hr.) *with Bachelor's Degree or UMICAD ADC II/MCBAP CADC Certification*

Grade 10 (starting wage = \$18.37/hr.) *with Master's Degree or UMICAD ADC III/MCBAP CAADC Certification*

**\*\*\* Note: Wage increase 10/2021 Grade 9 \$ 18.33 and Grade 10 \$20.37**

### **REQUIRED QUALIFICATIONS:**

- Must possess High School Diploma or Equivalent. (This qualification may be waived for individuals 55 years of age or older who meet the remainder of the qualifications listed below.)
- Must be at least 21 years of age, possess a valid, unrestricted Driver's License; reliable vehicle; vehicle insurance; a good driving record; and be insurable to operate fleet vehicles. Must sign KBIC Driving Record Check form.
- Must be an MCBAP (Michigan Certification Board for Addiction Professionals) Certified Alcohol Drug Counselor (CADC) or possess a UMICAD (Upper Midwest Indian Council on Addictive Disorders)/reciprocal level certification.
- Knowledge of and/or direct experience with American Indian traditional treatment modalities preferred.
- Have a minimum of 3 years of counseling experience.
- Must have previous supervisory experience.
- Knowledge of and training in the field of substance abuse treatment.
- Ability to train others in counseling techniques and skills.
- The primary responsibility of the Counseling Supervisor is to supervise the treatment process.
- If recovering must have a minimum of six (6) years of sobriety.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

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**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).

**SUPERVISORY DUTIES AND RESPONSIBILITIES:**

1. Abide by the federal laws of confidentiality.
2. Work in conjunction with counseling staff to maintain an appropriate therapeutic process.
3. Work in conjunction with the Program Administrative staff.
4. Work in conjunction with counseling staff in staffing sessions that pertain to treatment planning, implementations, and progress of clients.
5. Provide consultation with treatment counselors when appropriate regarding clients' treatment.
6. Work in conjunction with treatment counselors regarding the therapeutic groups and help maintain implementation of all State and Federal rules governing the treatment process.
7. Work in conjunction with treatment staff to develop and implement American Indian spiritual and cultural groups.
8. Will assume a client caseload and all related responsibilities.
9. Will ensure client coverage in the absence of assigned supervisor.
10. Assign new clients to counselors in conjunction with treatment staff, and help make changes as necessary.
11. Work together with treatment counselors, reviewing treatment plans, and help consider the appropriateness and possible improvements.
12. Develop a training plan and help arrange training opportunities for staff in the counseling department.
13. Review State and Federal client forms for accuracy and code as appropriate.
14. Work in conjunction with the client in developing a continuous care and support system with appropriate referrals.
15. Utilize appropriate therapeutic community referral resources to assist the client throughout the treatment process.
16. Tracking work hours and ensure counseling coverage for the unit, including weekends and holidays.
17. Do employee evaluations.
18. Ensure counseling staff and self-attend adequate training per CAC requirements; 40 hours per 2 years.
19. Review files every quarter.
20. Adhere to Code of Ethics for both New Day and Certification.
21. Facilitate training and workshops.
22. Assume responsibilities of Program Director in his/her absence.

**CLINICAL DUTIES AND RESPONSIBILITIES:**

1. Review intake information.
2. Begin problem assessment process using results of written and verbal interviews; determine and request additional testing; explain client releases of information (criminal vs. non-criminal).
3. Start the treatment planning process outlining goals and activities, assign reading material used in treatment.
4. 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 sessions as needed.
5. Facilitate group activities as necessary.
6. Arrange for family counseling sessions as needed.

7. Plan with each client the necessary termination goals; review with each client the treatment progress and develop an aftercare treatment plan. Follow written discharge requirements, as the program requires.
8. Review case difficulties with counselors and program director as needed.
9. Provide weekend and holiday coverage on a rotating basis with other counseling staff. Facilitate required groups on weekends and holidays.

*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 mentioned that are of similar kind or level difficulty.*

Reviewed 6/23/2021

**Distribution Date:** September 7, 2021

**Closing Date:** September 21, 2021 @ 4:00 p.m. or until filled

TERO Approval: Debra Picciano  
Reviewed for Barriers only!  
Date: 9.7.2021