

KEWEENAW BAY INDIAN COMMUNITY

2025 TRIBAL COUNCIL

ROBERT "R.D." CURTIS, JR., President
EVERETT EKDAHL, JR., Vice President
SAM LOONSFOOT, Secretary
ELIZABETH "LIZ" JULIO, Assistant Secretary
THEODORE "AUSTIN" AYRES, Treasurer

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

DOREEN G. BLAKER
SUE ELLEN "SUZIE" ELMBLAD
DALE F. GOODREAU
JEREMY T. HEBERT
RODNEY LOONSFOOT
TONY LOONSFOOT
TONI J. MINTON

TREATMENT COUNSELOR

One (1) 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 / Cover Letter
- ☐ Minimum of three (3) letters of recommendation
- ☐ Copy of valid Michigan Driver's License
- ☐ College Transcripts, if applicable
- ☐ Copy of counseling certifications, 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
Personnel Department
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4140 & 4176
Fax: 906-353-8068
Email: 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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POSITION DESCRIPTION

POSITION:

Treatment Counselor

Full-time, Non-exempt position

LOCATION:

New Day Treatment Center, L'Anse, Michigan 49946

SUPERVISORY CONTROL:

Administrator of Substance Abuse

SALARY:

Grade 7 (starting wage = \$19.47/hr.) with High School Diploma or working towards UMICAD ADC I/MCBAP CADC Certification
Grade 8 (starting wage = \$20.21/hr.) *with Associate's Degree or UMICAD ADC I/MCBAP CADC Certification*
Grade 9 (starting wage = \$21.33/hr.) *with Bachelor's Degree or UMICAD ADC II/MCBAP CADC Certification*
Grade 10 (starting wage = \$23.37/hr.) *with Master's Degree or UMICAD ADC III/MCBAP CAADC Certification*

QUALIFICATIONS:

- Must have a High School Diploma or equivalent.
- Associate's Degree, Bachelor's Degree or Master's Degree in Behavioral Health, Human Services, or related field with a clinical application from a regionally accredited institution of higher learning is preferred.
- Must be willing to further education in the counseling/substance abuse field.
- Must possess a passing score on the UMICAD (Upper Midwest Council on Addictive Disorders) Level 1 Test within six (6) months of hire or the next available test date.
- Must be pursuing an ADC (Alcohol and Drug Counselor) through UMICAD or CADC (Certified Alcohol and Drug Counselor) reciprocal Level through MCBAP (Michigan Certification Board for Addiction Professionals) and ultimately achieving certification, or must pursue a degree holding within 90 days of hire.
- If the applicant is in recovery, they must have at least two (2) years of continuous sobriety and currently practicing total abstinence. If less than two (2) years but more than one year of continuous sobriety must possess the UMICAD Level 1 certification.
- Must be able to accurately and legibly document client information.

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- Knowledge of, or willingness to learn, Native American cultures and traditions.
- Must have knowledge of various treatment modalities and be able to utilize them properly.
- Must have working knowledge of the 12 Core Functions.
- Must maintain strict confidentiality.
- Must possess a valid, unrestricted driver's license and be insurable to operate fleet vehicles.
- Employment is contingent upon the satisfactory result of a security background check, pre-employment drug testing (including THC) and a 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 the problem 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, and assign the 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 the supervisor.
7. Arrange for family counseling sessions as needed.
8. Plan with each client the necessary termination goals; review with each client the treatment progress and develop an aftercare treatment plan that addresses support systems and appropriate referrals to assure a continuum of care.
9. Review case difficulties with a supervisor or in a staff meeting with other counselors.
10. Continually update and maintain files/documentation in regard to client progress, referral services, authorizations for funding, and discharge.
11. Provide weekend and holiday counseling coverage on a rotating basis with other counseling staff.
12. Facilitate required groups on weekends and holidays.
13. Knowledge of Steps 1-5 of the AA program and facilitating groups in these steps.
14. Knowledge of the 12 core functions.

15. Knowledge of various treatment modalities and utilize them appropriately.
16. Must complete required training for ADC (Alcohol and Drug Counselor) Certification or Recertification.
17. Must be available for staff meetings in addition to case conferences.
18. Must follow the Federal Laws of Confidentiality (42 CFR Part 2).
19. Maintains strict confidentiality in accordance with the standards of the Health Insurance Portability and Accountability Act (HIPAA).
20. Sign and abide by a Counselor's Code of Ethics.
21. Other duties as assigned by the 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 mentioned that are of similar kind or level of difficulty.

Distribution Date: June 11, 2025

Closing Date: June 26, 2025 at 4:00pm or until filled

TERO Approved: Deborah Piccaino Date: 6/11/25
Reviewed for barriers