



## **Anav Tribal Health Clinic Quartz Valley Indian Reservation**

9024 Sniktaw Lane  
Fort Jones, CA 96032  
Phone: (530) 468-4470  
Fax: (530) 468-4478

### **POSITION DESCRIPTION**

**TITLE:** Substance Abuse Counselor  
**REPORTS TO:** Behavioral Health Director  
**LOCATION:** Anav Tribal Health Clinic  
**SALARY:** DOE  
**CLASSIFICATION:** Full Time

**SUMMARY:** The Substance Abuse Counselor shall be responsible for providing a full range of drug/alcohol treatment, prevention and aftercare recovery services for clients and their families as needed. The Counselor shall identify trends, problems, and needs for service in the Quartz Valley communities and shall collect and analyze data for organizational improvement. The Counselor shall carry out their duties with professional and personal integrity while being a team member, providing continuity of care in compliance with JCAHO/AAHC standards.

#### **DUTIES AND RESPONSIBILITIES:**

1. Conducts psychosocial and DSM-IV diagnostic assessments. Must be familiar with DSM IV drug/alcohol criteria, ASI and/or ASAM assessment tools.
2. Service must be delivered in a culturally appropriate fashion. Services shall be provided in a fashion consistent with State of California laws and regulations, professional standards of care, agency guidelines, and professional ethical guidelines.
3. Will prepare clear, concise, and comprehensive caseload records and make sound recommendations on the basis of such information as well as organize and manage a caseload.
4. Shall coordinate prevention activities for individuals, families, and youth and develop and maintain cooperative, constructive relationships with Tribal clients, their families, and members of other professional disciplines, social agencies, and the Anav Tribal Health Clinic.
5. Shall provide advocacy services on behalf of the client to obtain needed services, retain personal objectivity, and deliver crisis intervention services as needed.
6. Assess clients' needs for services and helping find resources through state, local, federal and tribal resources.
7. Develops treatment plans and provides child, adult, senior adult, individual, counseling in an outpatient clinic setting.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PERSONAL QUALITIES, SKILLS, AND KNOWLEDGE REQUIRED:**

1. Must have Alcohol and Drug Certification.
2. Good documentation skills. Excellent written and verbal communication skills, ability to establish rapport.
3. Ability to motivate others towards achieving goals.
4. Must follow the code of ethics associated with respective certifications and licenses.
5. Ability to work in a variety of settings with culturally-diverse families and communities with the ability to be culturally sensitive and appropriate.
6. Demonstrated skills in crisis intervention, providing counseling to clients, and providing training in self-help skills, typically gained by working at least three years in a social services environment.
7. Experience working within the American Indian/Alaska Native community preferred.
8. Establish and maintain effective working relationships with the community, Tribal Leadership, Tribal departments, ATHC staff, and outside resources with firmness, tact, and impartiality.
9. Experience with Electronic Health Records.
10. If applicable, must have 2 years of sobriety.

**TO APPLY:** Respond with a cover letter, resume, and salary requirements or fax to 530-468-4478 or contact the Anav Tribal Health Clinic, 9024 Sniktaw Lane, Fort Jones, CA 96032 or contact Human Resources at 530-468-5907 or by email at: [humanresources@qvir.com](mailto:humanresources@qvir.com),

**INDIAN PREFERENCE:** In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies will be given to qualified American Indian Candidates.

**ACKNOWLEDGEMENT:** I acknowledge that I have read and understand the attached job description. My signature below certifies that I am able to perform the essential duties and responsibilities of this position. I have also discussed any accommodations that I feel that I might need to allow me to perform these functions. I agree to abide by all administrative, medical policies and protocols of the Health Clinic.

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Signature

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Date