

CHEMEHUEVI INDIAN TRIBE
P. O. Box 1976
Havasu Lake, CA 92363
Tribal Employment Rights Office (TERO)
Phone: (760) 858-5100 Fax: (760) 858-5279
tero@cit-nsn.gov

INDIAN PREFERENCE POLICY: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472).

TERO 11/15/16

Alcohol Substance Abuse Program Coordinator

STATUS: Permanent/Full-Time/Non-Exempt
DEPARTMENT: Health and Wellness Center
REPORTS TO: Health and Wellness Center Supervisor
SALARY RANGE: \$25.00-\$27.00 DOQ @ 32 hours per week
BUDGET: 317-60300
CLOSES: **November 28, 2016**

Duties and Responsibilities:

- Provide one-on-one and group counseling to individuals and families.
- Maintain client records, set-up treatment plans, perform Psycho/Social history, maintain on-going progress notes, and assist with referral, placement and discharge planning activities as applicable to qualification.
- Facilitate group activities in the community – teaching communication skills, assertiveness training, self-esteem building, cultural and spiritual awareness, coping techniques, and setting up aftercare plans.
- Provide prevention oriented workshops and activities for all ages and work closely with all other applicable Chemehuevi Programs.
- Coordinate care, set up support groups for client and families, and anger management groups as applicable.
- Maintain case records, documenting services provided, and for tracking workload data.
- Be knowledgeable on budget constraints and how to track grant management.
- Other duties as assigned.

Qualifications:

- Possess a valid current and unrestricted substance abuse certification or current licensure in the substance abuse discipline with at least 2 years experience.
- Two years' experience counseling with chemically dependent individuals and/or families (including children), experience working with Native American communities.
- Knowledgeable of treatment techniques appropriate to substance abuse.
- Proficient in writing professional reports and good public speaking skills.
- Able to interpret Federal (Indian Health Services), State, local and accreditation rules, regulations and standards as they apply to substance abuse treatment services provided at Chemehuevi.

Other Requirements:

- Master's degree in counseling or social work preferred.
- Adhere to Drug-Free Workplace Policy - Pre-employment testing required.
- Valid Driver's License with a good driving record.
- Ability to travel when required
- Pass BIA Background Clearance Check.
- Ability to work flexible schedule, evenings and some weekends.