

CHEMEHUEVI INDIAN TRIBE
P. O. Box 1976
Havasu Lake, CA 92363
Tribal Employment Rights Office (TERO)
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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).

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: \$20.00-\$25.00 DOE @ 32 hours per week
CLOSES: **August 28, 2020 for in-house consideration, September 7, 2020 for all other applicants.**

Duties and Responsibilities:

- Maintain client records, case manage, set-up treatment plans, assess and treat individuals with mental, emotional, or substance abuse problems, including abuse of alcohol, tobacco, and/or other drugs. This includes children.
- Facilitate group activities in the community with participation, 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. Activities may include individual and group therapy, crisis intervention, case management, client advocacy, prevention, and education.
- Coordinate care, set up support groups for client and families, anger management, and child and family team meetings.
- Document services provided and be able to track 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 field.
- At least two years experience in counseling with chemically dependent individuals and/or families (including children), application in assessment, diagnosing and treatment planning for substance use disorders throughout the continuum of care, psychopharmacology, ethics, co-occurring disorders, working with diverse individuals and groups, and service coordination experience, working with Native American cultures a plus.
- 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.

Other Requirements:

- 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.