

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

*****Vacancy Announcement*****

Position: Substance Abuse Counselor II

Location: George Hawkins Memorial Treatment Center, Clinton, OK

Department: Substance Abuse Program – Dept. of Social Services

Issue Date: September 19, 2022

Closing Date: Until Filled

Duties and Responsibilities

- The Counselor works under the direct supervision of the Lead Counselor, and the Program Director.
- Works as part of a multi-disciplinary team to support healthy behavior change in all clients.
- To ensure implementation of the comprehensive treatment plan created by the Lead Counselor, which will include treatment goals, physical health goals, and other life domain goals for achievement of clinical outcomes consistent with culturally competent care.
- Interacts regularly with clients, staff, and service providers both located within the Tribe and outside to assess and treat individuals with mental, emotional, and substance abuse issues.
- Consults with the treatment team regarding special talents, strengths, or challenges of clients, to include strategies for supporting the challenges.
- Facilitates group sessions geared at teaching life skills, relapse preventions, wellbriety, AA, and 12 step. Additional activities may include crisis intervention, treatment planning, client advocacy, prevention, and education.
- Provides ongoing service coordination and link clients to resources specific to their needs.
- Must maintain a high level of professionalism, demonstrate the ability to remain calm in high pressure situations, and make ethical decisions plus maintain ethical boundaries.
- Assists in trauma informed support, modeling and education to promote healthy parenting skills, empowerment, self-advocacy, self-sufficiency, and life-long recovery skills.
- Verifies client's requests have been approved prior to acting on them.
- Provided oversight for resident phone and video calls.
- Verifies incoming items (mail or drop off) are free of contraband and within program guidelines.

- Assists in safety sweeps, completes room and perimeter checks, and monitors completion of assigned resident chores.
- Completes drug testing on client according to schedule and following procedures.
- Complete documentation within 24 hours in client/group binders, be prepared for clinical supervision.
- Participates in trainings/workshops related to mental health and substance abuse recovery.
- Attends all-staff meetings and other employee development activities, including in-service training.
- Performs other duties as required and/or assigned by Lead Counselor and/or Program Director

Qualifications:

- Bachelor's Degree in the behavior science field such as Substance Abuse, Psychology, or Counseling; or work equivalent to.
- Knowledge in the area of mental health and substance abuse recovery
- Must keep licensure current, i.e. professional counseling/addiction professional
- Must be sober for at least 12 months
- Must be at least twenty-one (21) years of age
- Must have a valid Oklahoma State Driver's License
- Ability to pass background check and drug screen
- Must be knowledgeable or willing to learn about the Cheyenne Arapaho Tribes culture to provide culturally competent services
- Must be able to work occasional weekends/holidays if needed
- Must be able to pass random drug screenings, exercise personal recovery from alcohol/drugs
- Must prepare clear, relevant, and accurate reports, progress notes, and treatment plan
- Must have a working phone to be reached at
- Ability to work independently with minimal supervision
- Must pass fingerprint and background checks
- Covid Vaccination/Covid testing requirement
- Cheyenne & Arapaho Preference

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov