



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

JOB TITLE: Substance Abuse-Mental Health Counselor

DEPARTMENT: Administrative & Office Staff

LOCATION: Health Building – Tribal Complex

REPORTS TO: Health Services Administrator

JOB SUMMARY:

Substance Abuse/Mental Health Counselor is responsible for the completion of activities associated with Health Program grant's objectives and deliverables. Responsible for the provision of services relating to all substance abuse issues involving Wichita and Affiliated Tribal members including non-indigenous tribal members residing within a ten (10) County Service Area.

CORE DUTIES AND RESPONSIBILITIES:

1. Administers and directs all activities related to, and associated with Mental Health and Substance Abuse inclusive of the provision of care, education, counseling, referrals, services and assistance to enrolled members of the Tribe and non-indigenous tribal members.
2. Keep daily records concerning visits made, actions taken, people transported and location, follow-up visits and reason, workshop/meeting/training attended, and other services performed during the work day.
3. Screens clients to determine eligibility for program participation.
4. Counsels clients individually, based on their specific needs relating to substance abuse and makes referrals if necessary.
5. Identify and responds to the needs of individuals, families, and community.
6. Sets up and maintains files on all clients and keeps all contents confidential.
7. Provides education to clients on substance abuse utilizing films and recovery materials.

8. Consults with other professionals involved in the various fields of substance abuse to insure that clients receive the best services available.
9. Act as an advocate for client between treatment facilities and other types of resource agencies.
10. Responsible for transporting clients to and from inpatient treatment centers.
11. Provides follow-up services and care to recurring clients as well as those who have been affected by COVID-19.
12. Perform other duties related to position as necessary or as assigned.

EDUCATION AND EXPERIENCE:

1. Possess a Bachelor's Degree in Behavioral or Social Sciences or related field from an accredited College or University.
2. Possess and maintain a Certification from the Oklahoma Drug and Alcohol Professional Counselors Association (ODAPCA).
3. Must have at least two (2) years of experience as a Certified Drug/Alcohol Counselor or related position.
4. Maintains professional knowledge and skills by attending appropriate in-service and continuing education programs. Keeps professional license current.
5. Have the ability to interpret and follow program guidelines relating to the Community Health Programs and related programs.
6. Be computer literate and able to operate software for letter processing and spreadsheets.
7. Must have communication skills, both oral and written, to interact with clients, personnel, medical staff, officials, and other individuals regarding program matters.
8. Must be a self-starter and be able to work with a minimum amount of supervision.
9. Proven ability to work well with Indian families and children, and must have positive human interaction skills.
10. Must have the ability to organize and maintain clear and concise records.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate controlled environment, but will be exposed to wet and/or humid conditions, high temperatures, and other outside weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment and vehicles ranging from a sedan to minivan. The employee must frequently lift, carry, and move more than 25 pounds.

SPECIAL REQUIREMENTS:

Possession of a valid Oklahoma Driver’s License. Subject to a background check and drug screening. Must sign a Confidentiality Agreement and abide by confidentiality regarding program. Indian Preference applies. Direct Deposit is required.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

EMPLOYEE

DATE

DEPARTMENT SUPERVISOR

DATE

TRIBAL ADMINISTRATOR

DATE

HUMAN RESOURCES DEPARTMENT

DATE

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.