

LOWER BRULE COUNSELING SERVICE: JOB DESCRIPTION

POSITION: LICENSED ADDICTIONS COUNSELOR

JOB CLASS: LEVEL DOE

POSITION PURPOSE: Under the direct supervision of the Substance Abuse Program Director. This individual will be responsible for the treatment operations of the program and will report directly to the Substance Abuse Program Director, with the results of the treatment techniques used within the program.

DUTIES AND RESPONSIBILITIES:

- Knowledgeable of the LBCS organization, philosophy, function, responsibilities, and policies.
- Will maintain complete and ongoing records of all clients assigned for individual or group therapy, utilizing the AccuCare System for electronic client record.
- Individual counseling will be provided to an assigned caseload.
- May serve as a member of the program's Quality Assurance Committee.
- May attend court proceedings with clients, at their request, or to comply with court ordered disclosures, as specified by 42 CFR.
- Be aware of and comply with the federal confidentiality laws and regulations concerning any patient in a federally assisted Chemical Dependency Program (42CFR, Part 2) SUD Confidentiality and Disclosure and HIPAA Privacy Rule and Privacy Act. Initially when hired and each year thereafter this type of training is to be completed as part of your job requirements.
- Work with other treatment programs within the state and Native American treatment programs in the Great Plains Area of the Indian Health Service, to coordinate and advocate for Lower Brule tribal members quality and timely services for treatment.
- Meet and coordinate with local agencies to provide quality services to clients of the Lower Brule Counseling Service.
- On occasion when patient transport is not available for a client, you may be asked to assist clients with their appointments - referral for services. Mileage will be provided for this type of transport.
- Other duties may be requested by the Substance Abuse Program Director.

QUALIFICATIONS:

Education and Work Experience:

- This position requires a master's degree approved for a Licensed Addictions Counselor credential. This degree may be in Substance Use Disorders, Social Work, Health, Counseling, etc. to meet part of the requirement to become licensed by the State of SD

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and credentialed by the Board of Addiction and Prevention Professionals (BAPP) as a Licensed Addictions Counselor (LAC).

- Minimum of three (3) years of work experience.
- Provide three (3) references, at least two (2) references from previous employers.

Knowledge, skills, and working experiences

- Ability to communicate effectively, have good writing skills and pay attention to details; collaborate with others, solve problems creatively and demonstrate high integrity.
- Adheres to all company policies, procedures, and business ethics, including confidentiality codes for Substance Abuse and Behavioral Health facilities. Failure to comply will result in immediate dismissal.
- Ability to bend, stoop, kneel, twist, push and pull up to 10 pounds regularly; and on occasion, may be required to lift and move items greater than 25 pounds.
- Be able to use work time constructively and follow through on assignments, unsupervised.
- Must be alcohol and drug free; Lower Brule Sioux Tribe is a Drug and Alcohol-Free Workplace.
- People recovering from alcohol and/or drug misuse must have at least three (3) years of continuous sobriety and attest to the fact in writing.
- Must have a valid SD state driver's license.
- Must have reliable transportation and required state vehicle liability insurance.
- **Must be able to pass a drug screen and background check.**

HOW TO APPLY: Applications can be picked up at the Human Resources office. Complete an LBST Application/Resume and return to:

**Lower Brule Sioux Tribe
Human Resources Office
187 Oyate Circle
Lower Brule, SD 57548**

OPEN: CONTINUOUS 2023

CLOSING DATE: TILL FILLED