



Sokaogon Chippewa Community

3051 Sand Lake Road, Crandon, WI 54520
Phone: (715) 478-7500 * Fax: (715) 478-5275



www.sokaogonchippewa.com

Position: Certified AODA Counselor
Location: Sokaogon Chippewa Health Clinic
Salary: Commensurate with Education, Experience, and Certification
Supervisor: Health Director

JOB SUMMARY- *A Certified AODA counselor is responsible for providing comprehensive services from intake through aftercare for chemically dependent individuals and their families. This position is also responsible for court mandated treatment services, coordinating referrals and liaison to outside agencies. This position would provide AODA counseling for Outpatient clients on a regular basis. The counselor will provide comprehensive counseling and case management services to individuals presenting with AODA issues.*

DUTIES AND RESPONSIBILITIES:

1. Provide substance abuse treatment services to eligible clients in accordance with professional practice codes, Tribal policies and procedures, and federal and state laws.
2. Provide screening, assessment and document bio-psycho social intake for new clients
3. Close out inactive client charts as needed; due to discharge of treatment according to state requirements
4. Collaborate with other Tribal and non-Tribal programs and individuals to implement appropriate collaborative programs.
5. Attend meetings, in-service and other events as specified by the immediate supervisor.
6. Prepare and maintain manuals, records, documents, and other materials required by AODA Program.
7. Manage and maintain state AODA grant, and monthly Sobriety Feast Event to help sustain AODA program and community involvement.
8. Maintain the confidentiality of all client specific information and data in accordance with federal and state guidelines and requirements.
9. Complete all necessary forms for insurance reimbursement (i.e. preauthorization, ppo forms) and reports / documents for agencies and governmental entities.
10. Maintain the proper licensing as a substance abuse counselor. Participate in continuing education efforts to achieve this goal under the direction of the AODA Program and in accordance with Health Clinic policy and budget constraints.
11. Participate in quality assurance measures conducted within the AODA Treatment

Programs.
Ga-na-waji Ga-wi-nug Way-ji-mooki-ji-wung Yi-ewe-meing-gun-a-sepii

12. Convey a professional image for the Health Clinic and its programs.
 - a. Maintain a cooperative relationship with other Health Clinic staff and co-workers.
 - b. Demonstrate tact, courtesy, and respect in communication and interaction with Health Clinic patients, visitors, and staff and with outside agencies and programs.
 - c. Promote a working environment for effective cooperation and collaboration between programs, services, and co-workers.
 - d. Maintain a clean and safe working environment
13. Prepare initial treatment plans and 90 day reviews
14. Perform other job-related duties as directed by the supervisor.

QUALIFICATIONS:

1. Bachelor's Degree or minimum of two years' experience in the AODA field. Certified Counselor (SAC of CSAC)
2. Valid driver's license
3. Good interpersonal skills and the ability to get along with diverse populations
4. Good communication skills, written and oral
5. Demonstrated knowledge of and sensitivity for Chippewa culture and traditions.
6. Ability to utilize an Electronic Health Record
7. Maintain client charts and proper documentation for efficient work flow.
8. Personal commitment to a drug and alcohol- free lifestyle consistent with the accepted norms for abstinence and sobriety.
9. Sound judgement and the capacity to respond to unusual circumstances
10. Ability to deal constructively with emergencies and conflict
11. Available for out of town and overnight travel
12. Pass background check, initial drug testing and random drug test

Submit completed applications/resumes to:

Donna Vodar, HR Director

3051 Sand Lake Road

Crandon WI 54520

Email: donna.vodar@scc-nsn.gov

Phone: 715-478-7663

Posting Date: August 10, 2016

Closing Date: Open until position filled