

# The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION  
P.O. Box 306  
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT  
Phone: (208) 478-3856/(208) 478-3857  
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## JOB ANNOUNCEMENT

**TITLE:** Certified Alcohol/Drug Counselor  
**DEPARTMENT:** THHS - Waapi Kani: Mental Wellness and Recovery Services  
**SALARY:** \$22.75 – \$25.04 G12-13/ S1-3  
**OPENS:** February 12, 2024  
**CLOSES:** February 23, 2024  
**CAREER STATUS:** **NON-EXEMPT** – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

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**Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.**

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### GENERAL PURPOSE:

Functions as a member of a multidisciplinary treatment team and this counselor position is responsible for conducting chemical dependency treatment services in accordance with the core functions and domains of an alcohol/drug counselor.

### SUPERVISOR:

The counselor will be under the direct supervision of the Substance Use Disorder (SUD) Clinical Supervisor and general supervision of the Waapi Kani/Behavioral Health Manager. The direct supervisor assigns and provides review of clinical duties and completed work checking for conformity with established program procedure and policy.

### DUTIES AND RESPONSIBILITIES:

The counselor will demonstrate competence in the practice with the core functions of a certified alcohol/drug counselor. Provides proficient performance in the core functions of an alcohol/drug counselor, screening, intake, assessment, orientation, treatment planning, counseling, case management, crisis intervention, client education, referral, report and record keeping. The counselor will have the knowledge and demonstrate

**Certified Alcohol/Drug Counselor**

**Approved 2/5/24 DA3296**

proficient skills to perform the following treatment services of an adult outpatient, primary residential treatment and adolescent outpatient program.

The counselor will be assigned by the SUD Clinical Supervisor to the outpatient treatment service components to provide quality substance use treatment groups, counseling, assessments, orientation, case management, referral and other treatment services as needed for patients. The counselor will provide substance use clinical services in their assigned component to assure quality services are provided to patients. The counselor will have the clinical delegation to provide substance use treatment services to guide and direct other program staff members; the administrative secretary and the peer recovery support staff to assure and to achieve ultimate professional substance use treatment services are provided to community patients. The counselor is a clinical service provider and will on a continuous basis update the SUD Clinical Supervisor and the Waapi Kani/Behavioral Health Manager on quality improvement needs and the progress of clinical services of patients and it is the responsibility of the SUD Clinical Supervisor and the Waapi Kani/Behavioral Health Manager to assure compliance of policy and procedures of the program in order to provide patients with professional treatment services.

Counselors will conduct oneself in a professional and ethical manner at all times and abide by the policy and procedures of the Waapi Kani: Mental Wellness and Recovery Services Program and will abstain from alcohol and other chemical substances while employed at the program.

Will work the patients to understand, appreciate and to comply with the philosophy, policy and expectations of the rehabilitation program.

Maintains strict confidential of information adhering to State, Federal and Tribal and Waapi Kani: Mental Wellness and Recovery Services Program Policies and Procedures and must demonstrate ability in interpreting and applying laws, regulations, resolutions, and policies.

Serves on the Waapi Kani: Mental Wellness and Recovery Services Program 24 hour on-call crisis team as scheduled.

Actively participates with the program quality improvement projects, community prevention events, program committees and other duties as assigned.

Conducts oneself in a professional manner and upholds good standing within the Tribal Government.

### **Knowledge Required by The Position**

Possess knowledge of substance abuse treatment, theories, concepts, appropriate group and counseling techniques and the basic principles of treatment services and enhancement on culturally specific substance abuse treatment of the Native Americans population to be served.

Possess knowledge of the domains and core functions of a certified addiction counselor.

Demonstrate professional responsibility and ethical behaviors by adhering to established professional code of ethics.

Performance Standard shall include but not be limited to:

- Works as a team member, displays high level of effort and commitment to the Shoshone-Bannock Tribes service population.
- Demonstrates a commitment to continuous quality improvement and ensure up-to date technology and best practices are applied to position responsibilities.
- Participates and encourages staff to participate in continuous quality improvement, professional development, course work, and training opportunities to enhance service delivery and career development.
- Provides quality services, shows understanding, friendliness, courtesy, cooperation, and politeness to all job contacts.
- Models high standards of honesty and integrity in all matters relating to employment with the Shoshone-Bannock Tribes.
- Actively participates in self-study, formal training, and professional development to improve revenue cycle policies, procedures, and practices.
- Maintains a dependable record of attendance and reliability.
- Ability to communicate clearly and concisely, both orally and in writing
- Compliance with THHS Policy Manual
- Completes all mandatory THHS required trainings.

Duties and responsibilities will include other activities and areas as needed to carry out position functions and other duties as assigned.

### **Guidelines**

Strictly follows all confidentiality guidelines that includes Tribal, THHS, DHHS, I.H.S., HIPAA, state regulations, 42 CFR, program contracts, and written policy regarding patient's confidentiality, that must be understood and adhered to at all times. **MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC.** A breach of confidentiality will be subject to appropriate disciplinary action.

### **Professional Development**

The THHS Department implements continuous quality improvement practices. Professional development is encouraged through a combination of work experience, self-study, formal training and education. Career advancement is possible when advanced occupational proficiencies, education, certifications, licensure are acquired; and, result in significant service delivery improvement and expanded position responsibilities.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

### **QUALIFICATIONS:**

**(Grade 12-13) Negotiable:** Valid and current Certified Alcohol and Drug Counselor (CADC) certification from the Idaho Board of Alcohol/Drug Counselor Certification or possess a current and valid Certified Alcohol/Drug

Certification from a State/Tribal licensing board; and possess a minimum of one (1) year of direct substance abuse treatment services within a treatment facility.

**Preferred:** Three (3) or more years of direct substance abuse treatment services within a treatment facility.

**Additional Minimum requirements:**

Must have maintained a minimum of two (2) years of sobriety prior to hire and must have two (2) letters attesting to his/her sobriety.

Must possess a State of Idaho Driver license and be insurable by the Tribes.

Employment history must prove creditability, dependability and must present valid documentation of certification and work history as specified in application.

Applicants with knowledge of the Privacy and Freedom of Information Act and other laws applicable to the position are preferred.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

**IMPORTANT APPLICATION CRITERIA**

**Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.**

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at [www.sbtribes.com](http://www.sbtribes.com). Applications can be sent via email to [recruitment@sbtribes.com](mailto:recruitment@sbtribes.com) or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

***Telephone calls are not accepted in place of an employment application or letter of interest.***

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.