



*Shoshone Tribe
Human Resource Dept.
P.O. Box 538
Fort Washakie, WY 82514
Phone: (307) 332-2005, Ext. 160
Fax: (307) 332-9883*

NOTICE OF EMPLOYMENT

POSITION: Addictions Counselor/Therapist
DEPARTMENT: Recovery Program
SUPERVISION: Recovery Program Director
SALARY: Negotiable/D.O.Q.
OPENING DATE: April 29, 2019 **CLOSING DATE:** May 10, 2019

POSITION SUMMARY:

Functions as a member of a multidisciplinary treatment team to provide assessments, intervention, outpatient treatment; group & individual services and recovery support services within the context of cultural and spiritual values.

DUTIES AND RESPONSIBILITIES

- Provides individual and group counseling to assist the client with the goals of maintain a clean and sober lifestyle.
- Completes alcohol and drug assessments and documents the results of the assessment and treatment plans, progress notes, discharge summaries, and other related data in a timely manner by utilizing the Electronic Health Record systems.
- Manages treatment plans for clients to include multiple service plans incorporating referrals and follow-up with other agencies and resources.
- Maintain a record of all reports and supporting documentation utilizing the Electronic Health Record system.
- Provides consultation and collaborate with outside agencies for treatment services.
- Serve as liaison with respect to substance abuse issues with other tribal and non-tribal health and human service programs.
- Participate in treatment plans, staffing and departmental meetings.
- Participate in multi-disciplinary case reviews and co-counseling sessions as needed Provide and/or arrange for therapeutic interventions as appropriate for clients in a crisis condition and for those with serious disturbance problems.
- Refer client to other support services as needed, such as medical evaluation and treatment, or social services.

- Adhere to a professional standard of conduct: NAADAC code of ethics.
- Strictly follows all confidentially guidelines that includes Tribal, I.H.S. (Indian Health Service), HIPAA, state regulations, 42 CFR, and program contracts. All information process through the department including records, reports, documents, conversations, etc. any breach of confidentially will be subject to the appropriate disciplinary action.
- Performs other duties as assigned to maintain and enhance the operation of the program

MINIMUM QUALIFICATIONS:

- CAPA and an AA degree in addiction studies, chemical dependency, counseling or related field from an accredited college or university.

Out-of-state candidates who hold either NCAC Level I or IC&RC AODA certification meets CAO training requirements.

QUALIFICATIONS:

- CAP and a Bachelor Degree in a counseling, social work, or related field from an accredited college or university.

Out-of-state counselors who holds a current certification as a NCAC Level II through NAADAC will be accepted.

- Highest level - LAT, or LPC, or LCSW and a Master's Degree in substance abuse, chemical dependency, psychology, social work or related field from an accredited college or university.

Out-of-State candidates, credentials must be similar standards to Wyoming. A Licensed Addiction Therapist who has met the degree requirements but does not meet all Wyoming Standards may be granted a provisional license; supervision will be required until candidate qualifies for full licensure.

- Have current knowledge or be familiar with ASAM placement criteria, DSM-V (Fifth Edition) and diagnostic tools used in the addiction/mental health field.
- Must have a commitment to sobriety, a recovery lifestyle and refrain from use of alcohol and drugs while employed with Eastern Shoshone Recovery.
- Must have strong group facilitation skills to work with Native American Youth and/or diverse population in treatment and community settings.
- Must be first aid and CPR Certified within the first 90 days of employment.
- Employment history must prove creditability and dependability
- Must possess and maintain a valid Driver's License and meet EST insurance standards.
- Must be able to pass criminal background check under the Indian Child Protection and Family Violence Act and the Adam Walsh Law.
- Must maintain strict confidentially of all information process through the department including records, reports documents, conversations, etc.

APPLICATION REQUIREMENTS:

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
 - Applicants that state “See Resume “ for employment history must have the following the information listed on the resume:
 - Dates of previous employment
 - Reason for leaving previous employment
 - Hourly rate of previous employment.
 - Applications are available online at easternshoshone.org and can be sent via email to menos@easternshoshone.org or faxed to 307-332-9883 until 4:45 PM on the closing date.
 - **Supporting documents:** Driver’s License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest and should address how you meet each qualification.
- **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.