



*Human Resource Department  
PO Box 538  
Fort Washakie, WY 82514  
Phone: (307) 332-2005  
Fax: (307) 332-9883*

## **NOTICE OF EMPLOYMENT**

**POSITION:** Substance Abuse Therapist/Counselor  
**DEPARTMENT:** Eastern Shoshone Recovery  
**SUPERVISION:** ES Recovery Director  
**SALARY:** DOE, Part-time (30 hours per week)  
**OPENING DATE:** February 11, 2020    **CLOSING DATE:** February 26, 2020

### **POSITION SUMMARY:**

This position is a support system for people with drug and alcohol problems, they teach individuals how to modify their behavior with the intention of full recovery.

### **DUTIES AND RESPONSIBILITIES**

- Performs other duties as assigned to maintain and enhance the operation of the program.
- Provides full continuum of care services: Assessment, Intervention, and Outpatient Treatment: group and individual, Follow up, Residential Treatment referrals through Recovery Support Services.
- Provides consultation and collaboration with outside agencies for treatment services.
- Documentation of all Treatment related information within an Electronic Health Record.
- Participate in a Multidisciplinary Team approach providing Strength based treatment services to individuals, and groups.
- Maintains a professional standard of conduct and adheres to the NAADAC code of ethics and/or other mental health code of ethics.

### **QUALIFICATIONS:**

- High School Diploma/GED required and State of Wyoming license or certificate in addiction counseling, or equivalent national certification with AA, BS, BA, MA, MSW degrees.
- Has current knowledge of ASAM placement criteria, familiar with DSM-V (fifth edition) and diagnostic tools used in the addiction/mental health field.
- Knowledge of the philosophies & practices of most generally accepted and scientifically/researched models of treatment, recovery, relapse prevention, and continuing care for addiction and other substance-related problems: working knowledge of 12-step philosophy and of a variety of therapeutic models.
- Knowledge and understanding of culturally relevant approaches to treatment of Native Americans using the Red Road and traditional methods of healing.

- Understanding of diverse cultures and incorporating the relevant needs of culturally diverse groups, as well as people with disabilities into therapeutic services.
- Must have strong group facilitation skills to work with Native People: adults, youth, and families within treatment and community settings.
- Working knowledge of Federal and State, HIPAA and confidentiality regulations regarding client privacy rights and procedures for client protection.
- Good written and communication skills and an ability to interact as part of multidisciplinary team. Computer knowledge is necessary for all documentation.
- Familiar with medical and pharmacological resources in the treatment of substance use and mental health disorders.
- Understand and apply agency specific policies and procedures for handling crisis or dangerous situations, including safety measures for clients and staff.
- Develop and maintain ongoing supervision and continuing education in prevention and treatment processes.
- Provide for the continued strength and operation of program; Present an accepting and comfortable atmosphere for all individuals seeking services, and contacting Eastern Shoshone Recovery.
- Must possess a valid driver's license and good driving record.
- No felonies or DUI Convictions within the last 3 years.
- Must be first aid and CPR Certified within the first 90 days of employment.
- Espouse recovery lifestyle-refrain from the use of alcohol and drugs while employed with the Recovery Program.
- Required to possess a valid driver's license and be insurable under the Tribe's vehicle insurance plan.
- Must be able to pass criminal background check under the Indian Child Protection and Family Violence Act, the Adam Walsh Law and the Wyoming DFS Central Registry.

#### **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](http://easternshoshone.org) and can be sent via email to [menos@easternshoshone.org](mailto: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. The letter 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.