



SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130
(530) 257-4921

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT: December 6, 2021

CLOSING DATE OF ANNOUNCEMENT: Until Filled, First Cut-off Date 12 17 2021
Second Cut-off Date 12 31 2021
Third Cut-off Date 01 14 2022

POSITION TITLE: Substance Use Disorder Counselor

SUPERVISES: No

STARTING SALARY: \$26.14 up to \$32.67 depending on experience

GRADE: 13

FLSA STATUS: Non-Exempt

NUMBER OF POSITIONS: 1

STATUS: * Grant Funded

HOURS: Full Time

BENEFITS: Highly competitive package *See below

SUBJECT TO P.L. 101-630: Yes This position works with and around our children and youth and is therefore subject to P.L. 101-630.

*** Position is grant funded for two years. Anticipate receiving funding for a permanent position.**

GENERAL STATEMENT OF RESPONSIBILITIES:

As part of the Medication Addition Treatment (MAT) team and as part of Addiction Services, the Substance Use Disorder (SUD) Counselor provides individual and group counseling services to patients participating in the MAT program and patients identified as requiring care under the Screening Brief Intervention and Referral to Treatment (SBIRT) program. The SUD Counselor provides instruction to clients and to family members on theories and treatment of substance use disorders. The SUD Counselor functions as community liaison for Lassen Indian Health Center participating in outreach and serves in community coalitions and collaborative teams.

SPECIFIC AREAS OF RESPONSIBILITIES:

- Assesses, diagnosis, and treats patients with substance use disorders.
- Administers to principles, procedures, techniques, trends, and literature of individual and group counseling.
- Applies the American Society of Addiction Medicine (ASAM) criteria to assess for appropriate levels of care (LOC).
- Applies the DHCS Drug Medi-Cal Organized Delivery System of Care guidelines for Lassen County.
- Integrates care of substance use patients with Behavioral Health and Primary Care programs.
- Provides crisis intervention as needed.
- Works effectively with all recovery resource providers and all agencies in the community to provide seamless continuum of care for LIHC patients with substance use disorders.
- Works effectively with a multicultural client and family population with diverse backgrounds and needs.
- Coordinates with MAT team, with intake, admission, treatment agreement, program adherence, and group and individual sessions.
- Conducts brief interventions and referrals to treatment as part of SBIRT program.
- Conducts counseling sessions for individuals, groups, and persons diagnosed with substance use disorders.
- Participates directly in case reviews as needed.
- Provides information about the Substance Use Disorder program to individuals, the public and an outreach to community groups.
- Provides psycho-therapeutic intervention, treatment, and other related mental health services to patients and their families.
- Maintains compliance with all state and federal laws and regulations, as they pertain to position including HIPAA, scope of practice, accreditation standards, OSHA, and the Tribe's Policies & Procedures.
- Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

- A. Knowledge of social aspects of psychological and emotional disturbances.
- B. Knowledge and training in substance use disorders and related issues and understanding of recovery models including harm reduction.
- C. Excellent interpersonal, verbal, and written skills.
- D. Skill working with people from diverse backgrounds and ability to be culturally competent.
- E. Skill with and commitment to working with the underserved, low income community.
- F. Knowledge of motivational interviewing.
- G. Knowledge of electronic medical record systems.

MINIMUM QUALIFICATIONS:

- 1. Must have a high school diploma or equivalent from an accredited high school.
- 2. Must have a valid California driver's license or license from current residence state.
- 3. Must pass P.L. 101-630 background check.
- 4. Must pass a pre-employment drug test.
- 5. Must have a valid CPR card or be able to obtain one within ninety (90) days of hire.

ADDITIONAL QUALIFICATIONS FOR THIS POSITION

- 6. Must have a master's degree in a related field.
- 7. Possess and maintain certification as an Alcohol and Other Drug (AOD) Counselor issued by a certifying agency approved by the California Department of Health Care Services (i.e. CAADC/CATC II).
- 8. Must have three (3) to five (5) years of experience counseling individuals with substance use challenges.
- 9. Preferred LCS or LMFT with additional training in assessment and treatment of substance use disorders.

WORKPLACE ENVIRONMENT:

1. PHYSICAL SAFETY: The work requires minor physical exertion, such as short periods of standing, walking over rough uneven surfaces, some recurring bending, crouching, stooping, stretching, reaching, or similar activities. Job may require recurring lifting of lightweight objects with infrequent bending or stooping alternating with the lighter activities. Job requires minimal agility and dexterity.

2. WORKING ENVIRONMENT: Occasional exposure to objectional conditions or variations such as those found in variable weather conditions or light industrial settings

PERFORMANCE EXPECTATIONS:

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

PREFERENCE POLICY:

1st Preference: Enrolled member of a Federally Recognized Tribe.
2nd Preference: Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card.
3rd Preference: All other applicants.

SIR BENEFITS PACKAGE:

The Susanville Indian Rancheria offers its full-time employees a highly competitive benefits package, including: annual cost-of-living increases (based on SSA COLA); eligibility for annual merit increases; twelve paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

HOW TO APPLY AND APPLICATION REQUIREMENTS:

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: www.sir-nsn.gov/human-resources/ (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **AND** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certifications required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **An additional statement on how you meet each Minimum and Additional Qualification and Knowledge, Skills and Abilities.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to ramador@sir-nsn.gov or faxed to (530) 257-1895 or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.