



Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

JOB DESCRIPTION

POSITION: Substance Abuse/Mental Health Counselor

LOCATION: Red Cliff Community Health Center

WAGE: \$22.00-\$30.00/hour (DOQ), Plus Benefits

SUPERVISOR: Behavioral Health Director

THIS IS A REGULAR PART-TIME NON-EXEMPT POSITION

JOB SUMMARY: The Substance Abuse/Mental Health counselor will provide care in an integrated setting that includes direct client service and collaborative efforts with RC TREE team and other community providers to provide a comprehensive and evidence based approach to care for individuals, families and the Red Cliff community. The counselor will comply with State of Wisconsin regulations and standards of care within the organizational structure of the Red Cliff Community Health Center. Outpatient services include, but are not limited to, individual, group and family counseling as well as crisis intervention and case management. This position has to be scheduled to accommodate clients and to address emergencies. Evening and weekend hours may be required.

DUTIES AND RESPONSIBILITIES:

1. Provide mental health and substance abuse services through intake, diagnostic evaluations, treatment planning, intervention, case management and crisis intervention for complex clients across the lifespan in accord with professional practice codes, Tribal policies and procedures, and federal and state laws.
2. Integrate SBIRT substance abuse and mental health assessment and services within primary care setting.
3. Provide clinical supervision to peers and groups as required.
4. Provide outreach and prevention services to individuals and families requiring assistance with substance abuse and mental health issues.
5. Work as a team member in an integrated setting by collaborating with other providers and staff to provide holistic care to patients.

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6. Demonstrate clinical/cultural competency in a variety of therapeutic methods such as Cognitive Behavioral, Supportive, Systemic, Motivational Interviewing, Psycho-educational, Solution Focused and other evidenced based approaches.
7. Provide treatment with knowledge of trauma-based conditions and related therapeutic methods.
8. Follow all Wisconsin state rules and regulations for Mental Health and Substance Abuse Outpatient programs.
9. Build working relationships with primary care providers, Psychiatrists, Mental Health Providers, Comprehensive Community Services, Coordinated Services Team, Indian Child Welfare, family services, school counselors, peer specialists and other professionals
10. Develop and implement community education and prevention programs addressing mental health issues independently and in collaboration with other Health Center staff and programs.
11. Assist in developing an annual plan for mental health services, funding or grant requests, and budgets for submission to the Administrator, Red Cliff Community Health Center, the Tribal Council, funding sources and oversight bodies.
12. Collaborate with other Tribal and non-Tribal programs and individuals to implement appropriate joint programming (examples: Child Protection Team and Coordinated Services Team).
13. Establish referral resources to make available to community residents specialty services and treatment consistent with program objectives and fiscal restraints.
14. Serve as liaison with respect to mental health issues with other Tribal and non-Tribal health and human service programs, which impact the local community.
15. Maintain the proper professional certification or licensure and credentialing of assigned staff.
16. Ensure the confidentiality of all client specific information and data in accord with federal and state guidelines and requirements.
17. Participate in continuing education efforts to maintain professional certifications or licensure and to enhance work related knowledge and skills.
18. Implement quality improvement projects and measures in appropriate service areas and participate in such activities within the context of the Health Center at large.
19. Adhere to a professional code of conduct and applicable federal and state laws and regulations in the discharge of these assigned duties.
20. Attend meetings, in-services, and other events as specified by the immediate supervisor or administration.
21. Exercise responsibility for maintaining a clean and safe work environment.
22. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or as deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None

KNOWLEDGE:

1. Good interpersonal skills and the ability to get along with diverse populations (clients, co-workers, professional staff, administration, and the public).
2. Good communication skills, written and oral.
3. Sound judgment and the capacity to respond to unusual circumstances.

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4. The ability to plan, coordinate and direct varied and complex organizations.
5. Awareness of and sensitivity to Ojibwa culture and traditions.

QUALIFICATIONS:

1. Master's Degree Social Work, Mental Health Counseling, Psychology or related field, required.
2. Licensure by the State of Wisconsin as a Mental Health Professional per Rule 35 under Wisconsin Statute and certified as a provider with Wisconsin Medicaid, required.
3. Certified as a Licensed Substance Abuse Counselor or Clinical Substance Abuse Counselor.
4. A minimum of 6 months of experience following licensure as provider in a health or mental health setting as a clinical social worker, mental health counselor or psychotherapist.
5. Meet or exceed the minimum standards of character as prescribed by P.L. 101-630 and WI State Statutes s. 48.685 and s. 50.065 and as subsequently amended and applied to certain classes of Tribal employees.
6. Must have a valid driver's license, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy.

PERSONAL CONTACTS: Considerable daily contact will be made with the patients, general public, tribal leadership, Program Directors and staff, consultant(s), and the Tribal Community.

PHYSICAL REQUIREMENTS: The duties assigned to this position involve bending, stooping, lifting, and carrying. Items may be placed in overhead storage or shelving.

WORK ENVIRONMENT: All Tribal Buildings are smoke free. Able to travel throughout the community, make home visits, attend meetings, and participate in community educational programs. Private residences, when utilized for professional activities, will not necessarily meet the criteria of the established environmental safety regulations.

TRAVEL REQUIREMENTS: The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that tarnishes the image or name of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

This job description is subject to change at employer's discretion, after consultation with the employee.

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APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:

1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

POSTING DATE: February 15, 2019

DEADLINE: March 1, 2019 @ 4:00 pm

FOR FURTHER INFORMATION CONTACT:

Red Cliff Band of Lake Superior Chippewa

Human Resources Department

88455 Pike Road

Bayfield, WI 54814

www.redcliff-nsn.gov

ashley.poch@redcliff-nsn.gov

diane.cooley@redcliff-nsn.gov

(715) 779-3700 ext. 4268 or 4267

The Red Cliff Community Health Center is a Drug-Free Workplace in accord with the Drug-Free Workplace Act of 1988, P.L. 100-690, and has a Drug-Free Workplace Policy in effect.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement the application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

EMPLOYEE BENEFITS PACKAGE PART-TIME 32 HOURS

THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:

1. A Health Insurance Plan which is offered through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Part-time employees will be on a prorated pay status depending on hours worked.
2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60 % of weekly pay for a maximum of 90 days if you get sick or injured off the job.
4. Life insurance of \$15,000 is included at no cost to all employees. Spouses are covered at \$7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.
5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee's wages into the Profit

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Sharing Plan.

6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.
7. The Tribe observes a total of 11 paid holidays.