



POSITION DESCRIPTION

Substance Abuse Counselor

REPORTS TO:	Tribal Behavioral Health Director
LOCATION:	Albuquerque Area Indian Health Board, Albuquerque, NM
FLSA STATUS:	Exempt (Full-time)
SALARY RANGE:	\$52,000 – \$68,000 Annually DOE
BENEFITS:	Annual, Sick Leave and Holiday Pay; Health, Dental, Life, Vision Insurance, and 403(b) Retirement Plan.

DESCRIPTION

The Substance Abuse Counselor will engage tribal community partners, adolescents, and families in substance use prevention and intervention services. The counselor will develop, organize, and conduct educational sessions to enhance awareness of substance misuse in tribal communities. Intervention services include individual and group counseling for adolescents and their families in a school-based setting. The counselor will be responsible for intakes, screenings, assessments, treatment plans, and progress notes. They will consult with the behavioral health clinicians, certified peer support worker, and other behavioral health professionals in a multi-disciplinary team. They will collaborate with the team in accordance with policies, procedures, and protocols. The performance of duties will be in compliance with guidelines established by the funding agency.

DUTIES AND RESPONSIBILITIES

- Assist clients to complete intake, assessments, follow-up, and other necessary paperwork.
- Document patient progress using progress notes. Complete client psychosocial and treatment plan.
- Identify any peer support or case management needs.
- Perform individual, group, and family counseling as required.
- Facilitate and implement substance use prevention programs in tribal behavioral health and school-based program settings.
- Identify and develop substance abuse prevention programs for tribal behavioral health programs and communities that includes students, parents, and the general public.
- Provides outreach and education services to adolescents and their families.
- Coordinates substance abuse prevention activities as required to ensure ongoing compliance with grant obligations.
- Collects and maintains data in compliance with organization policies and procedures.
- Creates communication products and disseminates them to the communities and general public.
- Develops promotional materials such as brochures, flyers, pamphlets; and posts information on social media sites.

- Prepares and presents data and narrative reports in oral and written formats.
- Monitors substance use needs in the community.
- Is aware of other substance abuse prevention programs that are implemented in tribal communities.
- Provides information and referrals to individuals and community groups as needed.
- Develops and maintains positive relationships with all project partners.
- Performs related tasks as assigned.

KNOWLEDGE AND SKILLS REQUIRED

- Ability to maintain confidentiality of records and information in compliance with HIPAA regulations.
- Comprehensive knowledge and understanding of important cultural considerations when working with Southwestern Indian Tribes.
- Ability to display cultural humility and work effectively and respectfully in multicultural environments.
- Ability to demonstrate good judgement, work independently, and collaboratively work with others, including diverse community members.
- Excellent public speaking and presentation skills.
- Proven knowledge of present and historical substance use prevention models.
- Experience in curriculum development and delivery of prevention programs.

QUALIFICATIONS

- Qualified candidates must have an active LADAC/CADAC in New Mexico and/or a bachelor's degree in human services or related field.
- Two years of experience in prevention/positive youth development program planning and delivery.
- Completion of background investigation is required as a condition of employment.
- Complete HIPPA certification within 30 days.
- Maintain a valid State driver's license and have ability to drive company-leased vehicle for company and project related business.

WORK CONDITIONS/PHYSICAL REQUIREMENTS

- Must be able to travel.
- Able to meet vaccination or testing requirements necessary to come in direct daily contact with staff and public.
- Noise level is usually minimal.

PREFERENCE:

Qualified American Indian applicants will be given preference in accordance with the exemption provided under Title VII of the Civil Rights Act of 1964.

TO APPLY FOR THIS POSITION:

Send cover letter, CV/Resume, and a list of three professional references to recruiting@aaihb.org or regular mail to: Human Resources, Albuquerque Area Indian Health Board, Inc., 7001 Prospect Place, NE, Albuquerque, NM 87110. No phone calls.