

Job Announcement

Licensed Alcohol and Drug Counselor

Location: Min No Aya Win Human Services Division
Supervisor: Behavioral Health Coordinator
Pay Basis: Annual
Closing Date: Open Until Filled

Position Responsibilities:

Conduct State of Minnesota Rule 25 Assessments, authorizing placement of chemical dependency treatment.

Provide six dimensions in treatment planning and the 12 core functions, for Fond du Lac Outpatient Treatment Program clients.

Provide screening for and work with clients with a dual diagnosis of chemical dependency and mental health problems.

Perform one to one counseling, conduct education groups and provide group support for Program clients and their families.

Provide follow-up services for individual clients transitioning into another FDL outpatient Alcohol and Other Drug Program.

Develop and provide appropriate educational materials for staff and community.

Participate on the client's treatment team and collaborate with the treatment team members to promote the client's recovery plan.

Submit required reports to all appropriate parties.

Displays a responsive and professional manner in solving all requests, complaints, and problems.

Maintains a clean and organized work area.

Represents the Fond du Lac Band of Lake Superior Chippewa and the department in a positive and professional manner in the community.

Recognizes that employees have certain personal responsibilities which affect the operational efficiency of the Fond du Lac Band of Lake Superior Chippewa.

Required to maintain proper attendance and reports to work on time in accordance with Reservation Business Committee policy.

Recognizes that each employee is a representative of the Fond du Lac Band of Lake Superior Chippewa and is responsible for demonstrating courtesy, respect, and sensitivity to the needs of every person including visitors and co-workers.

Due to changes and modifications in the job from time to time, employees are required to be flexible and assume other responsibilities assigned by management as management sees the necessity. Some assignments may not be listed on this description.

Physical Requirements:

Normal physical requirements.

Position Qualifications:

Licensed alcohol and drug counselor or UMICAD certification equivalency.

Must document competence in screening for and working with clients with mental health problems, through education, training, and experience.

One year group work experience required.

Two years counseling experience preferred.

Ability to communicate effectively, orally and in writing, required.

Ability to work independently, establish priorities, and follow through to completion is required.

Attention to detail and accuracy is required.

Must be free from chemical use problems for at least two years preceding hire and must sign a statement attesting to that fact.

All staff with direct client contact must remain free of chemical use problems as a condition of employment with the Fond du Lac Chemical Dependency Out Patient Treatment Programs.

Driver's license and vehicle insurance required.

Ability to communicate effectively orally and in writing is required.

Ability to work independently and establish priorities is required.

Attention to detail and accuracy is required.

Ability to establish professional and harmonious working relationships on all projects and with all parties involved.

Ability to provide prompt resolution of problems and conflicts as they may occur is required.

Subject to pre-employment annual background checks, and annual reference checks.

Subject to testing in accordance with the Fond du Lac Employee Drug and Alcohol Policy.

Some travel may be required.

NATIVE AMERICAN PREFERENCE

PLEASE INCLUDE WITH APPLICATION YOUR CREDENTIALS AND RESUME

**APPLY TO: Fond du Lac Human Resources
1720 Big Lake Road
Cloquet, MN 55720
218-878-2653
www.fdlrez.com**