



Ninilchik Traditional Council

P.O. Box 39070

Ninilchik, Alaska 99639

Phone: 907 567-3313 / Fax: 907 567-3308

E-mail: ntc@ninilchiktribe-nsn.gov

ninilchiktribe-nsn.gov

JOB VACANCY: BEHAVIORAL HEALTH SERVICES COUNSELOR

ANNOUNCEMENT DATE: August 3, 2017

CLOSING DATE: When Filled

POSITION TITLE: Behavioral Health Services Counselor

POSITION BEGINS: When Filled

POSITION TYPE: Full Time: Classified @ 40 hours/week

SALARY: DOE

POSITION SUMMARY: This position will provide direct counseling and support services to the adult/pediatric population in the Ninilchik Tribal area, providing assistance to those affected by alcohol/substance abuse and behavioral health issues.

PRIMARY DUTIES & RESPONSIBILITIES:

1. Assist with the implementation of the Behavioral Health Services program, policies and regulations.
2. Ensure compliance with local, state and federal laws pertaining to treatment programs and services.
3. Provide direct counseling services to the adult/pediatric population in the Ninilchik Tribal area, providing support to those affected by alcohol/substance abuse/behavioral health issues.
4. Advocate with other health care providers and health professionals to bring alcohol/substance abuse treatment and educational services into the community.
5. Establish and maintain appropriate internal control safeguards as per the NTC Policies and Procedures.
6. Interact with other Department Directors and NTC Staff to aide in the development of local recovery/behavioral services.
7. Ensure records systems are maintained in accordance with any required program standards.
8. Coordinate and/or facilitate support groups, as needed.
9. Maintain contract records documenting behavioral services activities. All information and records are kept confidential according to pertinent laws and program regulations, i.e. (Patient Privacy Act).
10. Maintain direct communication and assure availability for consultation with the Tribal Health Director regarding any challenges involving the implementation of the Behavioral Health Services program, and assist in solving the problems.
11. Obtain appropriate resource materials (book, pamphlets, etc.) and make them readily available.
12. Be available to travel and attend pertinent trainings/seminars/meetings as required and as the budget allows.
13. Establish a non-threatening support system for those affected by alcohol/substance abuse.
14. Maintain a strict level of confidentiality in regards to all matters pertaining to Behavioral Health Services.
15. Assist with developing Goals and Objectives for the Behavioral Health Services Program, and present them for approval to the NTC Tribal Health Director.
16. Research and apply for related grant opportunities, to assist with program development and expansion.

17. Work to develop and assist with transportation needs associated with access to behavioral health services programs.
18. Provide emergency First Aid, CPR and to use the AED according to Red Cross guidelines as set forth in the Red Cross Standard First Aid Classes, the Red Cross Adult CPR, the Red Cross Child/Infant CPR Class and the Red Cross AED Classes. Staff will maintain current Red Cross cards per the aforementioned guidelines.
19. Other duties as assigned or directed by the NTC Tribal Health Director or Executive Director.

STATEMENT OF QUALIFICATIONS:

- Five (5) years' experience in Recovery Drug and Alcohol Counseling preferred. Advanced degree or certificate may be substituted for up to two (2) years of required experience.
- Person in Recovery preferable.
- Degree and certification with the State of Alaska to provide counseling services required.
- Work experience with the Indian Health Service (IHS) and the Health Resources and Services Administration (HRSA) preferred.
- Must have strong interpersonal skills and strong organizational skills.
- Must be able to interact in a positive manner with Tribal members, Tribal leaders, and other department staff, visitors to the department, and coworkers and supervisors.
- Must have a sensitive, positive attitude, be observant, responsible, confidential, and the ability to communicate effectively.
- Must pass through a criminal background check with acceptable standards of character.
- Must be able to handle sensitive and highly confidential information in a professional manner and will be required to sign confidentiality agreements.
- Must possess a valid Driver's License and be insurable under a Tribal vehicle insurance policy.
- Must pass pre-employment drug test, and will be subject to ongoing testing in accordance with NTC policies and procedures.

INDIAN PREFERENCE:

In filling this position by initial appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law, Indian Self-Determination and Education Assistance Act to give absolute preference in selection to candidates who are eligible for Indian Preference. For consideration under Indian Preference, proof is required.

OTHER:

This position will be under the direct supervision of the Tribal Health Director. All NTC positions are subject to, and under the direct authority, of the NTC Policies and Procedures. NTC is an alcohol and drug-free workplace and employees are required to submit to alcohol and drug testing. As with all NTC positions, employment is subject to availability of funds.

APPLICATIONS:

Applications are available at the Ninilchik Traditional Council office building, 15910 Sterling Hwy., Ninilchik, AK 99639 or online at www.ninilchiktribe-nsn.gov . Applicants must submit a **complete** NTC Application for Employment as well as a personal resume.

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Concurrent Out/In House Posting

Behavioral Health Services Counselor Vacancy