



# Ninilchik Traditional Council

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## VACANCY ANNOUNCEMENT Licensed Professional Counselor (LPC)

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**ANNOUNCEMENT DATE:** March 23, 2023

**CLOSING DATE:** When Filled

**POSITION TITLE:** Licensed Professional Counselor (LPC) **DEPARTMENT:** Health

**POSITION TYPE:** Full Time/ Permanent

**SALARY:** Depending on Experience

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### **POSITION SUMMARY:**

This position will provide direct counseling services, advocacy, and appropriate referrals to the adult/pediatric population in the Ninilchik Village Tribal area, providing support to those affected by substance abuse and behavioral health issues. The LPC will ensure records system are maintained in accordance with local, state, federal, and tribal laws. LPC will maintain a strict level of confidentiality as they work with Primary Care Providers, Psychiatric Providers, Case managers, Supervisors, and community treatment team members to coordinate effective treatment interventions.

### **STATEMENT OF DUTIES:**

1. Support ongoing Behavioral Health Services program planning, development, expansion and assist with updates/requirements that meet Commission on Accreditation of Rehabilitation Facilities (CARF), State Division of Behavioral Health (DBH), federal regulations, and NTC policies and procedures.
2. Maintain and implement CARF requirements as it pertains to the program, including strategic planning and quality improvement.
3. Ensure compliance with tribal, state, and federal laws pertaining to treatment programs and services.
4. Provide direct counseling services to the adult/pediatric population in the Ninilchik Village Tribal area, providing support to those affected by alcohol/substance abuse/behavioral health issues.
5. Advocate with other health care providers and health professionals to bring alcohol /substance abuse treatment and educational services into the community.
6. Establish and maintain appropriate internal control safeguards as per the NTC Policies and Procedures.
7. Interact with other Department Directors and NTC Staff to aid in the development of local recovery/behavioral health services.
8. Ensure records systems are maintained in accordance with any required program standards.
9. Coordinate and/or facilitate support groups, as needed.
10. Maintain contact records documenting behavioral health services activities. All information and records are kept confidential according to pertinent laws and program regulations, i.e. (Patient Privacy Act).
11. Maintain direct communication and assure availability for consultation with the Tribal Health Director and Clinical Supervisor regarding any challenges involving the Behavioral Health Services program and assist in solving the problems.
12. Obtain appropriate resource materials (book, pamphlets, etc.) and make them readily available.

13. Be available to travel and attend pertinent trainings/seminars/meetings as required and as the budget allows.
14. Establish a non-threatening support system for those affected by alcohol/substance abuse.
15. Maintain a strict level of confidentiality regarding all matters pertaining to the Behavioral Health Services program, including understanding of how 42 CFR Part 2 and Health Insurance Portability and Accountability Act (HIPAA) govern communications about clients.
16. Assist with developing goals and objectives for the Behavioral Health Services Program and present as required for approval to the Clinical Supervisor, NTC Tribal Health Director, and/or the NTC Executive Director.
17. Research and apply for related grant opportunities, to assist with program development and expansion.
18. Work to develop and further access to Behavioral Health Services programs. Provide emergency First Aid, CPR and to use the Automated External Defibrillator (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 Clinical Supervisor, the NTC Tribal Health Director or Executive Director.

This position will follow the NTC/Ninilchik Community Clinic's HIPAA policies and procedures. Any breach in confidentiality will lead to termination. As the NTC LPC, he/she is accountable to the Clinical Supervisor for duties and responsibilities associated with all aspects of the Behavioral Health Services Program.

**STATEMENT OF QUALIFICATIONS:**

- Advanced degree or certificate in the state of Alaska to provide mental health and substance abuse counseling is required; Master's level clinician or social worker preferred.
- Work experience with the Indian Health Service (IHS) and the Health Resources and Services Administration (HRSA) is preferred.
- Work experience with public and private grant opportunities. Federal, State and Private.
- 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 have the ability to maintain neat and comprehensive records and files.
- 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 have good computer skills with the ability to fluently utilize current technological equipment.
- Must be 18 years if age.
- Must possess a valid Driver's License and be insurable under a Tribal vehicle insurance policy.

This position is full time Monday through Friday 9am-5pm and will work out of the Ninilchik Traditional Council Community Clinic (NTCCC), the NTCCC Anchor Point and Homer clinic locations.

**Benefits:**

- 401(k)
- Dental Insurance
- Health Insurance
- Life Insurance
- Paid time off
- Educational Assistance Programs

**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 (25 ISC 450e(b)), to give absolute preference in selection to candidates who are eligible for Indian Preference. For consideration under Indian Preference, proof is required.

**SUPERVISION:**

This position will be under the direct supervision of the Clinical Supervisor. This position, as with 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 'for cause or accident related'. 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](http://www.ninilchiktribe-nsn.gov) . Applicants must submit a complete NTC Application for Employment as well as a personal resume.

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