

# Helena Indian Alliance

## Job Description

**Date:** September 9, 2015

**Position Title:** Licensed Addictions Counselor

**Name of Employee:**

**Reports to:** Ben Horn, Licensed Addiction Counselor

### **Duties and responsibilities:**

- Provide therapeutic one on one, group, and family assessment and counseling of clients requiring chemical dependency services.
- Provide patient assistance with developing aftercare and treatment plans, securing treatment facilities, making referrals as need and ensuring transportation to treatment programs. Modify treatment plans to comply with changes in patient status.
- Coordinate counseling efforts with mental health professionals and other health professionals such as doctors, nurses, and social workers.
- Plan and implement chemical dependency services to the community, maintain and develop outreach activities as assigned.
- Assist with grant development and implementation process.
- Assist with the preparation of all monthly, quarterly, semi-annual, and annual reports per reporting requirements.
- Other duties as assigned by the Executive Director.

### **Knowledge, skills and abilities:**

- General knowledge of: Federal and State alcohol and drug abuse laws, rules and regulations; illegal substances, drug classifications and psychiatric medications used to treat abusers of alcohol and/or drugs;
- Concepts, principles and techniques used in the screening, assessment and evaluation of abusers of alcohol and/or drugs;
- counseling and treatment of substance abusers in group and individual settings;
- American Society of Addiction Medicine (ASAM) levels of service and treatment and the current edition of the Diagnostic Services Manual (DSM).
- Ability to: read technical, legal and scientific documents;
- interact and communicate effectively with persons of various social, cultural, economic and educational backgrounds;
- establish and maintain cooperative working relationships with others; write concise, logical and grammatically correct reports;
- Explain policies, procedures, theories, and concepts to clients and families.

### **Education/Experience:**

- Licensed by the State of Montana as a Licensed Addictions Counselor.
- Possess a valid driver's license.
- Bachelor's Degree in counseling and/or related field and two years' experience or completed chemical dependency counselor training and has two years' experience.
- Must have a good understanding of Native American issues/lifestyles.
- Be familiar with chemical dependency resources and local resources.