



MESCALERO APACHE TRIBE

JOB ANNOUNCEMENT

Position Title:	1-Counselor (LMSW, LISW, LBSW, LMHC, LSAA or LPCC License)
Department:	Four Directions Treatment & Recovery Center (FDTRC)
Employment Status:	Non-Exempt Grade: NE 10 to NE 12
Opening Date:	August 2, 2024 Closing date: Open until filled

Job Summary

Provides counseling services to adults, children and families with mental health and/or substance abuse problems in individual, family, or group sessions.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Receives referrals and schedules counseling sessions with client.
- Evaluates and obtains information about clients through interview, case history, and observational techniques; evaluates data to identify causes of problems.
- Works with client to perform a comprehensive bio-psychosocial assessment and develops an individualized treatment plan which may include individual, group, family therapy, classes, workshops, intensive outpatient program, residential treatment and aftercare services.
- Counsels and aids individuals and families requiring assistance dealing with substance abuse and mental health.
- Provides counseling based on the treatment plan. Recommends and makes referrals to appropriate community agencies for specialized services.
- Documents all services provided and maintains information appropriately in the client folders.
- Participates in program planning, development and evaluation with director and clinical director.
- Develops and implements substance abuse prevention and recreation activities.
- Performs community outreach and prevention services by educating and informing the community, schools, local organizations and businesses on substance abuse and mental health related issues.
- Educates family to assist them in dealing with and providing support to client. Monitors condition of client to evaluate progress and adapts treatment plan.
- Assures assistance, facilitation and support coordination of crisis intervention for high risk clients.
- Adheres to Program and Code of Conduct, Ethics and HIPAA compliance regulations regarding Release of Information and protection of clients and staff members' confidentiality.
- Maintains and updates client files.
- Advocates with legal matters, work with probation-parole, and court systems.
- May provide transportation to and from sessions and services.
- Provides case management for clients; refers clients to other support services as needed, such as medical evaluation and treatment, and social services.
- Charts progress, assessment, treatment plan, discharge summaries and other client related information in a timely manner. Participates in all Case Staffing Meetings.
- Maintains standards and practice in accordance with applicable laws, regulations and requirements, as well as professional standards.
- Conducts follow-up and aftercare for client's discharge from residential treatment.

- Enhances professional growth and development through participation in educational programs, reading current literature, attending in-services, meetings and workshops.
- Maintains confidentiality of all information.
- Performs other duties as assigned.

Minimum Qualifications

- Bachelors or Master's Degree in Social Work, Counseling, Psychology or related field.
- Two years experience with treatment and prevention programs and must have a current NM License: LMSW, LISW, LBSW, LMHC, LSAA or LPCC License
- First Aid and CPR Certified.
- Must have a valid NM Driver's License.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of health related issues, medical terminology, and health care education.
- Knowledge of applicable federal, state, tribal, county and local laws, regulations, and requirements.
- Knowledge of patient care charts and patient histories.
- Knowledge of the effects and consequences of abuse and neglect.
- Knowledge of case management and crisis intervention.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.
- Ability to accept the dangers and stresses, regimentation, discipline, and time demands of working with families involved in substance abuse and mental health.
- Ability to observe, assess, and record symptoms, reactions, and progress.
- Ability to maintain accurate client records while protecting confidentiality of patient records.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to work independently and meet strict time lines.

Physical Demands

While performing the duties of this job, the employee regularly is required to use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand; walk; sit; and reach with hands and arms. The employee occasionally is required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

Work Environment

Work is performed indoors with a moderate noise level. Situations where caution must be exercised. Evening, weekend, and/or holiday may be required. Extended hours and irregular shifts may be required.