



MESCALERO APACHE TRIBE Position Description

JOB ANNOUNCEMENT

Position Title: Counselor (Domestic Violence)
Department: Four Directions Treatment & Recovery Center/Violence against Women
Employment Status: Non-Exempt
Supervisor: Clinical Director in coordination w/DV Manger

Opening Date: January 23, 2019

Closing Date: Until filled

Summary: The Mescalero Apache Tribe Violence against Women Program is looking for a licensed Counselor to help victims and family of Domestic Violence. Domestic Violence counselors, are also referred to as domestic violence advocates, are trained mental health professional who offer support and assistance to victims of domestic violence. Applicant will be conducting therapeutic group sessions, and individual counseling to victims of violence. Interview clients and confer with other professional and review all records pertaining to client to determine the best client care plan. Applicant will complete all records pertaining to clients, which includes but not limited to individual counseling, therapeutic group sessions. All records need to be filed to secure confidentiality. Applicant will provide counseling services to client and establish plan for each client, according to their needs. Majority of applicant's clientele will be Native Americans, applicant will be required to learn Mescalero's traditions and beliefs and be culturally sensitive. *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.*

Counselor Duties and Responsibilities:

- Conduct intake/exit interviews, perform assessments.
- Counsel victims of emotional, physical, psychological or financial abuse.
- Help a victim and her children leave an abusive situation and move into a supportive shelter or crisis center.
- Provide advocacy and referrals for social services, such as housing, food stamps, or child care.
- Assist victims with consulting with law enforcement, or act as a liaison with law enforcement agencies.
- Recommends and makes referrals to appropriate community agencies for specialized services.
- Document all services provided and maintains information appropriately in client folders.
- Participates in program planning, development and evaluation with program director and staff.
- Participate in developing and implementing awareness and education of domestic violence for community activities.
- Performs community outreach and prevention services by educating and informing community, schools, local organizations, and businesses on domestic violence and related issues.
- Assures assistance, facilitation and support coordination of crisis intervention for high risk clients.
- Adheres to program and Code of Conduct, Ethics and HIPPA compliance regulations regarding Release of Information and protection of clients and staff member's confidentiality.

- Monitor client progress and adjust their treatment plan as needed.
- Coordinate with other healthcare providers, agencies and community resources in order to create a thorough treatment plan.
- Educating patient on strategies and coping skills.
- Maintain good working relationships with support networks, and tribal resources.
- Perform other duties as assigned.

Knowledge and Abilities:

- Must be knowledgeable of the principles of sound therapeutic practices with victims of sexual abuse/assault, including working with the continuum of sexual abuse/assault services.
- Must understand victimization and demonstrate practices sensitive to sexual abuse/assault issues in therapy.
- Strong oral communication skills required to effectively communicate with a broad range of individuals.
- Strong written communication skill required to maintain quality documentation.
- Ability to prioritize all aspects of the job is a key to success.
- Ability to provide group, individual, and family counseling sessions.
- Strong problem solving skills required and must be a common sense thinker who can be a quick decision maker when necessary.

Minimum Qualifications:

- Master's Degree in Mental Health-Related field.
- Licensed Mental Health Counselor

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.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- 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 children and families involved in abuse and neglect situations.
- 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. The employee must occasionally lift and/or move up to 50 pounds.

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.

Interested individual may up a Tribal application from the Human Resources office located at the Tribal Office, or contact Myra LaPaz, Human Resources Generalist at 575-464-9273, mlapaz@mescaleroapachetribe.com