

**BEHAVIORAL HEALTH COUNSELOR
JOB DESCRIPTION
Department of Health Services
Pokagon Band of Potawatomi Indians**

Job Summary

The primary focus of this position is to provide substance abuse and mental health counseling, assessment, and referrals as appropriate and necessary for the Pokagon Band clients and service population.

Principal Duties

Provides culturally sensitive individual, family and group counseling services to clients experiencing problems with substance abuse and mental health issues.

Completes client substance abuse and mental health assessments.

Makes appropriate referrals to support services such as medical, social, and employment services.

Maintains confidential records according to established procedures including computerized charting systems for internal and external funding source reports, treatment plan updates, and referral source notification.

Participates in case management activities. May provide case management for some clients as assigned.

Works collaboratively and independently with other staff to meet grant and funding agency requirements and Pokagon Band goals.

Attends weekly case conferences and treatment plan review meetings. May participate in Indian Child Welfare Act (ICWA) case conferences and provide counseling services to children and families involved in ICWA.

Assists with peer review.

Travels throughout and beyond service delivery area as needed to meet job requirements.

May supervise activities of Behavioral Health staff and other departmental staff as directed.

Will be called upon to work outside traditional Monday through Friday and 8 to 5 work hours.

Accomplishes other related duties and responsibilities as assigned.

Minimum Requirements

MSW (Masters Degree in Social Work) or Masters Degree in a related field with credentials to perform mental health and chemical dependency counseling.

Minimum one year professional experience in Family Crisis intervention

Minimum two years professional experience in chemical dependency counseling including completing chemical dependency assessments.

Recent (within the past five years) professional work experience providing counseling services directly to clients.

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Minimum Requirements Cont'

Must have valid driver's license and be able to meet the minimum insurance requirements regarding driving record in order to utilize GSA vehicles.

Must be willing to submit to and pass alcohol/drug screening and background check.

Indian Preference

Pokagon Band Indian preference policies apply.

Reports to

The Behavioral Health Counselor reports directly to the Behavioral Health Coordinator.

Starting Wage Rate PB-10 \$21.54 (non-exempt)

Commensurate with education and experience.