

**YUOK TRIBE-JOB DESCRIPTION**  
**Certified Substance Abuse Counselor**

Job Title:	<b>Certified Substance Abuse Counselor</b>	Job Code	<b>8</b>
Department	<b>Social Service</b>	Location	<b>Klamath/Weitchpec</b>
Reports To:	<b>Child &amp; Family Services Manager</b>	FLSA Status	<b>Non-exempt</b>
<b>ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE</b>			
Salary Range	<b>\$21.84 - \$28.39</b>		

**POSITION SUMMARY:**

Under general supervision of the Child & Family Services Manager, the incumbent will carry a difficult case load involving the determination of analyzing client's substance abuse issues and quality of life needs are met. Successful candidate must have knowledge of principles and techniques of substance abuse counseling. Have the understanding of individual and group substance abuse treatment methods and theories. Understanding of socioeconomic and cultural factors which promote stable family life. Demonstrate the ability to establish rapport with clients and their family members need for social services; perform assignments involving individualized treatment and specialized application of casework methods and skills; provide comprehensive casework services that is determined by each individual client's needs; and perform related work as required.

**DUTIES AND RESPONSIBILITIES:**

1. Carry a caseload of substance abuse cases.
2. Make case studies to determine social service needs of clients.
3. Interpret the policies, rules, and regulations to applicants and clients.
4. Make home calls in connection with casework assignments.
5. Prepare and maintain case records.
6. Provide community outreach for various programs.
7. May be required to testify in court.
8. Act as advocate on the client's behalf.
9. Provides individual and group counseling – Facilitates and co-facilitates.
10. Facilitates and co-facilitates educational presentations.
11. Provides relevant substance abuse information for class curriculum.
12. Completes required testing, assessments, and provides recommendations to the TANF Case Worker.
13. Maintain confidential information in accordance with legal standards.
14. Participates in related training for substance abuse professionals.
15. Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

No supervisory responsibility.

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**MINIMUM QUALIFICATIONS:**

Knowledge of:

1. Socio-economic conditions and trends.
2. The principles of individual and group behavior.
3. Current issues in the field of social welfare.
4. Principles of interviewing and problem-solving methodology.
5. The general principles of public assistance policies and programs.
6. Principles and techniques of interviewing and charting on individual or group notes.
7. Proficient with computers and Micro-soft Office or similar programs including electronic records.
8. Must possess the ability to establish and maintain effective working relationships with clients, staff, and community.
9. Experience in facilitating and co-facilitating individual and group AOD counseling and sessions.
10. Experience in developing and completing AOD assessments with appropriate treatment plans or referral recommendations
11. Valid Certificate/License to provide behavioral health or AOD substance abuse treatment services in the state of California.

**EDUCATION/EXPERIENCE:**

Requires a BA Degree in social work, sociology, psychology or related field *or* one year specialized experience equivalent to at least a *G7 or 4 years' experience working as a certified substance abuse counselor*. Equivalent combinations of education and experience are qualifying for this position.

**CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
3. Must have a valid California Driver's License.
4. Must pass a background investigation and fingerprint clearance.
5. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.
6. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

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7. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.
8. VISION REQUIREMENTS:
- Close vision (clear vision at 20 inches or less).
  - Color vision (ability to identify and distinguish colors).
  - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
  - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, \_\_\_\_\_ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date