

Little Traverse Bay Bands of Odawa Indians

Job Posting



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| Job Title: | Master's Level Counselor |
| Department: | Health-Behavioral Health |
| Reports To: | Behavioral Health Manager |
| Status: | Exempt |
| Salary Level: | \$52,019 to \$78,028 Annually |
| Level: | C44 |
| Opens: | January 18, 2024 |
| Closes: | February 01, 2024 |

SUMMARY: Under the direction of the Behavioral Health Manager, assesses individual client need; develops and implements individualized treatment programming; monitors progress toward specific goals and objectives; participates in case staffing and utilizes case management; conducts individual, family, couples, and group therapy sessions with all age groups.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide excellent customer service to clients and vendors and fellow employees, and represent LTBB Health Department in a professional, positive manner
- Recognizes and is sensitive to the cultural dimension inherent in working for LTBB of Odawa Indians. Must be culturally competent and/or willing to learn.
- Screening/Intake/Orientation – Determine eligibility for admission into treatment, identifying critical demographic information and providing a description of services to the client, administer psychological tests, score, interpret and write psychological reports.
- Assessments – Clinician must be proficient in interviewing, assessment and making appropriate recommendations utilizing DSM-5 and ASAM criteria via bio-psychosocial assessment tools based on clinical judgment and diagnostic experience.
- Treatment Planning – Based on the assessment, clinician and client must develop a client treatment plan with obtainable goals together to address issues requiring resolution and agree on strategies and resources to be utilized.
- Therapy/Counseling – Must be competent in providing therapeutic skills to assist clients achieve goals and objectives through various therapeutic approaches, always appropriate for the client and culturally sensitive.
- Progress/Reports and Recordkeeping – Clinician will monitor the progress of the person served in a timely fashion by written documentation in the client's chart. This progress note will be clear, legible, concise, and understandable.
- Case Review/Continued Care – Clinician will collaborate with supervisor and department staff through a regular case review process to provide quality care to the client.

- Case Management/Referrals – Will collaborate with other department staff (physician, physician assistant, and other behavioral health staff) and with any other treatment providers to provide quality services.
- Crisis Intervention – Will be able to assess and respond to the needs of the client when they may experience acute, emotional problems and/or distress.
- Education – Clinician will consistently provide relevant information to educate clients and family that will help them to achieve treatment goals.
- Chart Management: Will complete chart documentation within timelines prescribed by the Program Manager.
- Will provide clinical supervision or obtain clinical supervision depending on status of licensure.
- Will provide required documentation to appropriate referring agencies as directed and testify in court when required.
- Will maintain strict confidentiality of the records of clients and families served by adhering to Federal, State and Tribal laws.
- Will always maintain professional and ethical behavior and practices.
- Will participate in cultural education opportunities to increase knowledge of Native culture and traditions, and to be able to guide clients towards cultural resources as requested.
- Willing to be flexible in scheduling according to the needs of the department.
- Must be knowledgeable of substance abuse and psychiatric disorders as co-occurring diseases.
- Must be team oriented, able to quickly establish & maintain solid relationships with clients, colleagues, administration, and relevant agencies.
- Must be analytical with a bias for Therapeutic Effect, collaborative, resourceful, flexible, and dedicated.
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

Must hold a master's degree in social work, counseling, or psychology with a clinical focus and from an accredited college or university. State of Michigan license to practice as Licensed Professional Counselor (LPC), Licensed Master of Social Work (LMSW), Limited License Psychologist (LLP) required. If limited license must obtain supervision per state licensing requirements. Minimum of one year of experience under clinical supervision preferred. If not Certified Advanced Alcohol and Drug Counselor, then must acquire CAADC within development timeframe. Must be a qualified provider to bill for services under Medicaid, Medicare, and private insurances.

KNOWLEDGE, SKILLS AND ABILITIES:

Must have knowledge of both psychiatric and substance abuse and skills regarding diagnosis and treatment. Knowledge of various therapeutic skills, techniques and methods to suit the specified needs of the clients, utilizing various theories of psychology and evidence-based modalities and appropriate cultural approaches. Must have knowledge of the basic structure of the criminal justice system and/or the system to assist the clients with disabilities and have experience working with Native American individuals and their families. Must be skilled in preparing comprehensive case reports and other required documentation. Must have basic computer skills and be able to communicate effectively with clients and department staff. Must

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid driver's license, reliable transportation and be insurable for duration of employment. Advanced Alcohol and Drug Counselor Certification. State of Michigan Licensed Professional Counselor.

COMMENTS

Indian preference will apply. If recovering alcoholic or addict, must have a minimum of four years of sobriety. Candidates must pass a comprehensive background investigation. Individual must have a positive job history with former employers, including LTBB. Individual must take TB test and get influenza vaccination annually due to working in a health setting. LTBB Health Department is scent-free and all employees must follow this guideline.