



## MI'KMAQ NATION POSITION DESCRIPTION

**POSITION TITLE:** Behavioral Health Counselor

**CLASSIFICATION:** Salary/Exempt

**SUPERVISORY:** No

**IMMEDIATE SUPERVISOR:** Behavioral Health Program Supervisor

**NOTE:** The following includes data on essential job functions, as well as physical, mental, academic and experiential requirements for the job defined herein. The description is meant to serve interviewers, applicants, directors, and incumbents as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility as described herein. Some aspects of this portion may change over time, according to the Aroostook Band of Micmacs (ABM) needs, which changes may not be recorded herein at this time.

**SUMMARY OF POSITION:** The Behavioral Health Counselor is responsible for providing clinical assessments; developing treatment plans; counseling (both one-on-one and group); client education; and reporting within clinic, home, and community settings. Must be comfortable working with individuals with co-occurring substance use, and mental health needs. The Behavioral Health Counselor is responsible for participating in clinical supervision in the frequency, which aligns with clinical licensure, and consulting with other clinic staff as needed.

**EDUCATION (AND PERTINENT EXPERIENCE):** Successful completion of Secondary/Post-Secondary education in Social Work, Psychology. Experience with working with Native American populations, desired.

**LICENSES OR CERTIFICATIONS:** Possess an LCSW or LCPC License with training in substance use disorders, and current CADC or LADC (preferred). A valid driver's license.

**SKILLS/KNOWLEDGE/ABILITIES REQUIRED:** Demonstrated ability in short, and long, range planning, coordinating, implementing and monitoring program activities to ensure efficient program performance and evaluate program progress. Knowledge of Indian Health Services (IHS) Manual Issuances, all applicable Code of Federal Regulations (CFRs), and any other federal/state/local/tribal rules and regulations governing every aspect of mental health and alcohol/substance abuse, third-party payor sources, and grant funding sources. Self-motivated, ability to work independently, as well as part of a team. Ability to maintain accurate and current client records. Be able to provide the highest quality mental health and substance abuse treatment services of which are both psychologically sound and culturally sensitive. The position will require that the incumbent understands special requirements of working with Native populations. State of the art understanding of issues such as Historical Trauma, Internalized Oppression and Acculturation stress. Excellent oral and written communication skills, including possessing computer literacy. Possess strong interpersonal skills. Reliable transportation.

**WORKING CONDITIONS:** Most work is performed in an outpatient clinical setting, therapy rooms located with the health department, meeting spaces, also some work in the home setting, outdoors and in the field, rural communities, schools and other agencies and locations. The work is sedentary with some physical activity such as in vocational/recreational therapy on occasion.

Will be required to travel throughout Aroostook County utilizing any agency vehicles available, or personal

vehicle. Will also travel throughout the State of Maine and out-of-state. The incumbent may be required to work more than 8 hours per day.

### **FUNCTIONS/TASKS:**

1. Provides outpatient therapy based on a multidisciplinary approach to patient care and a bio-psychosocial model of treatment. Provides dual diagnosis treatment. Provides family counseling, weekly ongoing group psychotherapy when program requires, relapse prevention groups for individuals with substance use disorder, short-term psycho- educational groups (ex. Recovery groups and parenting classes), aftercare groups for those who have completed the psycho-educational classes, and life-skills development for adolescents.
2. Provides co-occurring treatment if training and licensure allows, or is open to receiving additional substance use treatment training and receive appropriate clinical supervision to support substance use treatment. This includes intervention for individuals in Medically Assisted Treatment (MAT).
3. Participates in all training requirements through Micmac Family Health Services to fulfill BH program requirements, as well as stays current on all CEU needs required through clinical licensure.
4. Implements, and reviews, the Behavioral Health Program's policies, programs, services, functions and activities to ensure comprehensive behavioral health services for eligible tribal members. Advises/assists the program employees in the implementation of these programs. This includes the developing of policies and procedures that are reflective of the Behavioral Health Program's mission and patient-care philosophy.
5. Works well independently, with excellent understanding of important clinical topics such as safety assessment, substance use assessment, family dynamics, and trauma. Knows when to consult with clinical supervisor regarding acute needs, and mandated reporting concerns.
6. Assumes full professional responsibility for working closely with case management professionals in order to ensure correct referrals, follow-up and continuity of care.
7. Conducts a comprehensive bio-psychosocial assessment (that may include a medical/physical exam from appropriate on-site clinic provider), and develops individual treatment plans for both children and adults. Approves treatment plans.
8. Self-initiates scheduling based on current clinical need, triages well, and demonstrates excellent communication skills in coordination with front-line staff regarding scheduling patient care. Follows up on personal waitlist, and follows policies regarding intakes and discharges.
9. Follows all reporting requirements which align with licensure best practice, MFHS policy and state and federal laws including but not limited to, child and elder abuse, and consult with clinical supervisor and Health Director when needed.
10. Familiarizes him/herself with all other tribal program resources to assure communication and coordination of services among ABM departments within the ABM, and makes referrals accordingly. Participate in scheduled multidisciplinary team meetings and case conferences to provide ongoing assessment and treatment recommendations for patient care plans and address barriers to implementation.
11. Keeps tribal members informed regarding the types, and purpose and intent, of the various Behavioral Health Program's services and activities offered in collaboration with Behavioral Health program supervisor. Develop and maintains, working relationships with other agencies to include: the courts, police, hospitals, schools, and any other partners and referral sources.

12. Conducts him/herself as a positive role model for clients and health staff alike.
13. Reports to Clinical Director, of significant findings relative to health matters that come to his/her attention during the performance of official duties.
14. Attends in-service workshops or training sessions related to job, and must always be prepared to brief other program staff over its content upon returning to primary place of duty.
15. Reviews, signs, and adheres to the Privacy Act and Confidentiality Statement.
16. Reviews and adheres to HIPPA rules and regulations. Monitors and enforces compliance of staff with all applicable rules and regulations governing the privacy and confidentiality of patients, Health Department and IHS data and information.
17. Reviews and abides by the ABM Personnel and Fiscal Policies.
18. Reports to work, meetings, trainings, clinical supervision, and scheduled appointments on time.
19. Performs any other duties as assigned by the Behavioral Health program supervisor.

**NOTICE:** This Position Description in no way implies that the responsibilities and tasks are the only responsibilities and tasks performed by the Behavioral Health Counselor occupying this position. S/he will be required to follow any other instructions necessary to perform any job-related duties as required by his/her immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills, and/or abilities, to qualify for this position. To perform the scope of work, duties, and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skills.

All employment decisions, including promotions, transfers, and others, are based on meeting all requirements herein, on tribal need, the employee being in good standing (including the lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat of significant risk of health and safety of themselves and/or others.

**The Closing date for the position is June 28<sup>th</sup>, 2021.** If you are interested in applying for this position you must submit a completed job application; a completed application includes copies of certificates/licenses/degrees you have stated ***that you have obtained in your application, along with a cover letter and a resume, 3 professional references from current or past employers (within 3 years).*** A complete Job Description and an Applications can be accessed online at [www.micmac-nsn.gov](http://www.micmac-nsn.gov) under Job Opportunities or you can call Cheryl Smart at 764-1972 to have an application mailed.

An offer of employment will not be made without successful DHHS and State of Maine background checks. The successful candidate must also submit to an FBI fingerprint background check.

**Please send the completed Job Application to the following address or email:**

**Cheryl Smart**

**Attn: Human Resource Assistant**

**Mi'kmaq Nation**

**7 Northern Road, Presque Isle, ME 04769**

**[csmart@micmac-nsn.gov](mailto:csmart@micmac-nsn.gov)**

***The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity and Service Provider.***