



<b>Job Title:</b>	<b>Behavioral Health Counselor</b>
<b>Department:</b>	Health & Human Services (HHS)
<b>Reports to:</b>	HHS Assistant Director
<b>Location:</b>	Health & Human Services Building
<b>Status/Level:</b>	Exempt (E3)/Full Time
<b>Hiring Salary:</b>	<b>\$46,724 - \$57,236</b>
<b>Open:</b>	<b>June 13, 2019</b>
<b>Close:</b>	<b>Open Until Filled</b>

### **SUMMARY**

The Behavioral Health Counselor provides clinical and recovery-focused outpatient counseling and treatment coordination in the Tribal Community. Service include, but are not limited to, individual and group counseling and education on wellness, recovery and resiliency for persons presenting with, or at risk for, mental health and/or substance abuse or other addictive behaviors.

### **ESSENTIAL QUALIFICATIONS**

- Master's Degree in Behavioral Health, Social Work, Counseling, Psychology or related discipline appropriate to the position
- LMSW, LPC or LLP with clinical specialty
- State of Michigan professional license
- CAADC from MCBAP or commence CAADC developmental plan within 30 days of hire
- Experience working with youth and other populations at high risk for suicide preferred
- Experience working with Native American populations preferred

**DUTIES AND RESPONSIBILITIES** include, but are not limited to the following:

- Conducts behavioral health assessments, makes treatment recommendations, develops individualized treatment plans, completes treatment referrals, leads individual therapy sessions
- Organizes and facilitates behavioral health wellness workshops and educational or therapeutic groups
- Completes screening, intake, admission and orientation with clients per program policies and procedures; obtains signatures and updates client consents, releases, assessments and treatment plans as appropriate and per policies and procedures
- Serves as case manager, providing goal-oriented, individualized support and aftercare for clients
- Meets program timelines and standards for documentation (such as IHS, CARF, JCAHO, etc.) and recordkeeping; creates, safeguards and maintains documentation necessary for rendering professional services; includes sufficient and accurate documentation to facilitate delivery and continuity of services and billing for those services
- Demonstrates use of appropriate evidence-based practices in client treatment
- Participates in Behavioral Health peer review and case conferences
- Works collaboratively with the Gun Lake Tribe health care providers as part of the interdisciplinary team
- Assists with administrative support and program development
- Participates in department activities and Tribal events
- Completes office, home, community and institutional visits and may transport clients related to treatment when necessary

### **OTHER SKILLS AND ABILITIES**

- Must have excellent communication skills, written and oral, including listening skills and the ability to clearly explain ideas and thoughts to others

- Working knowledge of trauma-related conditions and related therapeutic methods, including those at high risk for suicide
- Strong current Diagnostic and Statistical Manual (DSM) diagnostic skills
- Active learner and supporter of Native American culture and traditions
- Ability to provide culturally-affirming services
- Experience working effectively with all ages providing age-appropriate risk assessment and services including youth (ages 10 – 24 years) and the ability to appropriately assess, support, treat and refer youth and others at high risk for suicide
- Ability to intervene therapeutically in high-risk situations including those at risk for, or who have recently attempted suicide
- Ability to prioritize to meet deadlines, highly organized and able to work independently
- Maintains effective team working relationship with co-workers
- Must be proficient in operating Microsoft office software and have general computer knowledge and skills
- Practices Universal Precautions related to client care and the workplace

**CONDITIONS OF EMPLOYMENT**

- Maintain CPR certification
- Must possess a valid driver’s license, reliable transportation and be insurable
- Occasional non-traditional hours including working evenings, weekends and holidays as assigned to meet program needs and deadlines
- Ability and willingness to travel for program requirements, meetings and continuing education

**SECURITY SENSITIVE**

This position will have access to information that is security sensitive and thereby subject to additional provisions. Information obtained will be protected under IHS/HIPAA policy rules and regulations and related to substance abuse records, 42 CFR, Part 2.

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. These statements are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

All applicants must be able to demonstrate their US work authorization during the employment verification process. The pre-employment process also requires the ability to pass a criminal background investigation and drug/alcohol test.

**INDIAN PREFERENCE**

The Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians recognizes Native American preference in its hiring and employment policies.

**EMPLOYER BENEFITS AND COMPENSATION**

The Gun Lake Tribe offers a competitive base salary and benefits package that includes:

- Medical, dental, vision, telehealth, short- and long-term disability
- Life insurance for the employee, spouse, and their dependents
- 401K/Roth retirement plan with employer matching contributions
- Voluntary Benefits: AFLAC and Flexible Spending Account, additional life insurance
- Paid Time Off and Holidays
- Employee Assistance Program

**TO APPLY**

You are required to register and apply through our online employment portal to be considered for this position.

<https://gunlaketribe-nsn.gov/employment/>

If you require assistance or to apply in person:

Gun Lake Tribe  
Administration Building  
2872 Mission Dr.  
Shelbyville, MI 49344