BAD RIVER BAND OF LAKE SUPERIOR
TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER  P.O. BOX 39  ODANAH, WI 54861

POSITION DESCRIPTION

Job Title: AODA Counselor I  
Department: Clinic  
Hourly Rate: Negotiable  
Exempt: No/Hourly  
Supervisor: AODA Coordinator

Summary: The AODA Counselor will provide direct client services in Alcoholism and Other Drug Abuse (AODA).

Essential Duties and Responsibilities including the following: Other duties may be assigned.
Direct service will be provided in an outreach service designed to facilitate identification of persons and their families who have problems related to the use of alcohol and other chemicals. Some of the outreach areas include; the Jail, Domestic abuse shelter, and youth programs/schools. The counselor will provide limited Crisis Intervention services. Will provide outpatient counseling to individuals and in group therapy, which will include evidence, based practice. Will teach in lecture form; relapse prevention, coping skills, and spirituality issues, etc. He/she will maintain and implement policies and procedures in accordance with State standards, and will work cooperatively with other staff, and programs to assure quality resources for community members. The counselor will provide AODA assessments, referrals when necessary, and facilitate support groups/family education for community members. Will maintain confidential client records and obtain proper signed release when necessary. Will submit monthly reports to the Clinic Administrator. Attend required training, workshops and meetings.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below representative to the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:
Required:
Must have an Associate’s degree with two (2) years experience counseling or related field.
Must be a Wisconsin State Certified Substance Abuse Counselor (SAC) and/or must be qualified to receive certification from Department of Safety and Professional Services.
Must be able to plan, organize and prioritize program objectives.
The Knowledge of available AODA treatment services and social resources required.
Must maintain strict confidentiality in all matters.
Have excellent written and oral communication skills.

Preferred:
Bachelor’s degree in Social Work or related field.
Knowledge of Bad River Community preferred.

Other Skills and Abilities:
Required:
This is a required driver position.
Must have valid driver’s license and meet eligibility for tribal insurance.
Must not have unlawful history with alcohol and/or drug abuse for at least two (2) years prior to application.
Abstinence from alcohol/drug use is required upon employment and while employed in this position.
Due to the requirement of abstinence there may be random drug screening.
Open mind to cultural sensitive treatment plans that has a healing component such as sweat lodge; pipe ceremony; talking circles with eagle feathers; etc.
Must be able to work cooperatively and effectively with fellow employees and tribal programs.
Must be able to work flexible hours including evenings, nights, week-ends and holidays.

**Preferred:**
Experience working in Indian Country is preferred.

**Background Check:**
This position is contingent on ability to pass background check required. This position requires a Caregiver Background Check regarding working with children and/or elderly, and also working in a Clinic setting.

**Physical Demands:** The physical demands described here representative of those that must be met by and employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be physically able to perform duties in the field. Position may require sitting or standing for extended periods of time, some walking, bending, stooping and lifting up to 50lbs. on occasion. Subject to inside and outside environmental conditions, must be physically able to travel as necessary.

**Working Environment:** The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Subject to inside and outside conditions. Noise level is moderate.

**Drug-Free Workplace in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe’s Employee Policy & Procedure Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe’s preference Policy.**

Send Application and Resume To:
Bad River Tribe
Attn: Personnel
P.O. Box 39
Odanah, WI 54861
www.badriver-nsn.gov

**In-House-Org Wide:**
Opens:
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