

# KEWEENAW BAY INDIAN COMMUNITY

2022 TRIBAL COUNCIL

KIM KLOPSTEIN, President  
SUSAN J. LAFERNIER, Vice President  
TONI J. MINTON, Secretary  
DON MESSER, Assistant Secretary  
RANDALL R. HAATAJA, Treasurer

Keweenaw Bay Tribal Center  
16429 Beartown Road  
Baraga, Michigan 49908  
Phone (906) 353-6623  
Fax (906) 353-7540

DORBEN G. BLAKER  
ROBERT "R.D." CURTIS, JR.  
EDDY EDWARDS  
SUE ELLEN ELMBLAD  
ELIZABETH "LIZ" JULIO  
GARY F. LOONSFOOT, JR.  
RODNEY LOONSFOOT

## OUTPATIENT COUNSELOR

One (1) Full-time, Non-exempt position

**ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT**

- Completed Keweenaw Bay Indian Community application
- Current resume
- Personal Statement / Cover Letter
- Minimum of three (3) letters of recommendation
- College Transcripts, if applicable
- Copy of counseling certifications, if applicable
- If you are an American Indian, you must attach a copy of tribal enrollment or proof of descendency.
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community  
Beth Fish, Personnel Director  
16429 Beartown Road  
Baraga, MI 49908  
906-353-6623, ext. 4140 & 4176  
Fax: 906-353-8068  
Email: [personnel@kbic-nsn.gov](mailto:personnel@kbic-nsn.gov)

**Keweenaw Bay Indian Community does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.**

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## POSITION DESCRIPTION

### POSITION:

Outpatient Counselor  
Full-time, Non-exempt position

### LOCATION:

KBIC Substance Abuse Program Outpatient Services  
Baraga, Michigan

### SUPERVISORY CONTROL:

Director of Substance Abuse Programs

### SALARY:

Grade 8 (starting wage = \$17.21/hr) *with HSD*  
Grade 9 (starting wage = \$18.33/hr) *with Bachelor's Degree or UMICAD ADC II/MCBAP CADC Certification*  
Grade 10 (starting wage = \$20.37/hr) *with Master's Degree or UMICAD ADC III/MCBAP CAADC Certification*

### QUALIFICATIONS:

- Must have a High School Diploma or equivalent.
- Bachelor's Degree or Master's Degree in Behavioral Health, Human Services, or related field with a clinical application from a regionally accredited institution of higher learning is preferred.
- Must be willing to further education in the counseling/substance abuse field.
- Must possess a passing score on the UMICAD (Upper Midwest Council on Addictive Disorders) Level 1 Test.
- Must be pursuing an ADC (Alcohol and Drug Counselor) through UMICAD and ultimately achieve CADC (Certified Alcohol and Drug Counselor) reciprocal Level through MCBAP (Michigan Certification Board for Addiction Professionals).
- Must have at least four (4) years of sobriety if a recovering substance abuser.
- Must be able to accurately and legibly document client information.
- Knowledge of, or willingness to learn, Native American cultures and traditions.
- Must know various treatment modalities and be able to utilize them properly.
- Must have a working knowledge of the 12 Core Functions.
- Must maintain strict confidentiality.
- Must possess a valid driver's license and be insurable to operate fleet vehicles.
- Must be able to obtain a satisfactory clearance following the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a security background check, pre-employment drug testing and a pre-employment physical.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

**INDIAN PREFERENCE:** Preference will be given to qualified individuals of American Indian descent.

**VETERAN PREFERENCE:** Preference will also be given to qualified Veterans who do not have a bad conduct or dishonorable discharges.

**DUTIES AND RESPONSIBILITIES:**

1. Assume a caseload of four (4) to seven (7) clients daily.
2. Review and utilize client intake information.
3. Facilitate a two-hour Educational Group two days a week (from 5:00 – 7:00 pm).
4. Submit timely PBT (Preliminary Breath Test) results for Federal Probation clients and providing counseling to them when appropriate.
5. Facilitate three hours of IOP (Intensive Outpatient) therapy sessions, three times a week; including both Group Therapy sessions and a one-hour individual therapy session.
6. Complete a minimum of one formal one-to-one session per week with each assigned client to develop a treatment plan and document progress toward goals.
7. Maintain client files, including documentation in regards to client progress, discharge, and authorizations for funding.
8. Work with affiliated programs in case management.
9. Must complete required training for ADC (Alcohol and Drug Counselor) Certification or Recertification.
10. Must be available for staff meetings in addition to case conferences.
11. Must follow the Federal Laws of Confidentiality (42 CFR Part 2).
12. Maintains strict confidentiality following the standards of the Health Insurance Portability and Accountability Act (HIPAA).
13. Sign and abide by the Counselor's Code of Ethics.
14. Other duties as assigned by the supervisor.

*This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are similar kind or level difficulty.*

**Distribution Date:** March 22, 2022

**Closing Date:** April 5, 2022 at 4:00pm or until filled

TERO Approved: <u>Debra L. Picard</u> Date: <u>3/22/2022</u> External Posting
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