



FAIRBANKS NATIVE ASSOCIATION, INC

Job Description

Job Title: Counselor I
PCN: P402
Level: Level 4 Professional/Technical-Intermediate Professional
Status: Non-Exempt
Position Reports to: Lead Counselor (Graf), Clinical Coordinator (RPC), Program Director (WCCIH)

"This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice. FNA is an at-will employer."

Job Summary: Position provides individual, group, and family counseling, case management, conducts assessments, and develops treatment plans, continuing care plans, discharge summaries and client supervision to clients who are experiencing emotional, behavioral and addictive disorders.

Essential Functions:

Acts as primary counselor and case manager for clients in a residential treatment facility or in an outpatient capacity who are experiencing emotional, behavioral and addictive behaviors.

Conducts initial and on-going assessments and evaluations, problem lists and treatment plans.

Conducts individual, group and/or family counseling sessions in compliance with program standards and client needs.

Prepares written continuing care plans in cooperation with parent/guardian, referral agencies and other community members and agencies for clients in accordance with confidentiality laws.

Prepares discharge summaries and disbursements to authorized individuals and agencies in compliance with confidentiality laws.

Prepares and presents clinical staffing reports using the American Society of Addiction Medicine Placement Criteria standards.

Participates as a member of the multidisciplinary treatment team and attends all clinical staffing and consultations.

Provides regular progress reports to referring agencies and/or others in accordance with confidentiality laws.

Provides case management services and referrals for services not offered on site for clients. Transports clients in program vehicles, if necessary.

Completes all file documentation, progress notes, invoices, Management Information System (MIS) reports and other data and reports in an accurate and timely manner.

Maintains client records in accordance with FNA and other regulatory standards.

Provides direct client supervision and guidance in a clinical setting as well as at other activities.

Maintains a positive therapeutic environment for clients who are experiencing emotional, behavioral and addictive disorders.

Attends all staff meetings, staff training and in-service training.

The incumbent of this position must work well under pressure, meeting multiple and conflicting deadlines. The incumbent shall at all times demonstrate cooperative behavior with colleagues, supervisors and clients.

Performs other job-related duties as assigned.

Specifications:

Qualifications:

Bachelor's Degree in Human Services, Counseling or a related field preferred.

Certified as State of Alaska Counselor Level I.

Minimum of two (2) years of experience in chemical dependency counseling

Knowledge of the dynamics of chemical dependency and demonstrated experience in crisis intervention and working with adolescents and their families.

Above average communication and interpersonal skills, with the ability to accurately follow written and verbal instructions.

Strong understanding and sensitivity to diverse cultures and lifestyles, with demonstrated experience working effectively with Alaska Native populations.

Continued employment status (post job offer) will be contingent upon employee providing certification of tuberculosis screening and medical certification that employee does not, because of infectious or communicable disease, pose a direct threat or significant risk to the health and safety of program participants or others in the workplace.

Continued employment status will be contingent upon satisfactory completion of a criminal background investigation and the pre-employment drug testing process.

Driving Requirements:

This position will (or may) require you to frequently (or incidentally) drive both a FNA-owned vehicle and your personal vehicle for FNA business. Per FNA's automotive insurance policy, in order to drive a FNA-owned vehicle, an individual must be at least 21 years of age. In order to drive a FNA-owned vehicle with clients in the vehicle, an individual must be at least 25 years of age. Clients may only be transported in FNA-owned vehicles and may not be transported by an employee in a personal vehicle.

This position requires eligibility for FNA automotive insurance as demonstrated by a current Alaska Driver's License and a currently driving history and proof of personal liability insurance.

Physical Demands:

This position involves the ability to actively participate in recreational/ physical activity such as basketball, hiking, camping, running, exercises and other related activities.

Working Conditions:

Works in an environment where protection of client confidentiality is essential.

Occasional travel with the use of an automobile is required. This may involve intermittent exposure to extreme weather conditions as well as the typical hazards associated with the operation of a motor vehicle.

Contacts:

Contact with clients who are in recovery and are dealing with emotional as well as physical challenges.

Contact with program staff, families of clients, and outside agencies.

I, _____, have received, reviewed and completely (Please print name)	
understand the entire contents of this job description.	
_____ Signature of Employee	_____ Date
_____ Signature of Supervisor	_____ Date