



## **FAIRBANKS NATIVE ASSOCIATION, INC**

### **Supplemental Job Description**

**Job Title:** Counselor

**Program Specific:** Sacred Child Project

**Position Reports to:** Project Director – Sacred Child Project

#### **Essential Functions:**

Handles case load of 5 Pregnant and Parenting Women (PPW).

Screening and Assessment of PPW including screening for co-occurring disorders, substance abuse, mental health and trauma (for those clients not referred by Tanana Chief Conference Screening, Brief Intervention and Referral to Treatment).

Develops treatment plan in collaboration with client based upon screening and assessment.

Works with client to revise treatment plan on a regularly scheduled basis as treatment goals and any new issues emerge

Provides weekly individual counseling

Conducts treatment education and therapy groups in adherence with the treatment schedule.

Works collaboratively with the Family Therapist in meeting treatment needs of clients.

Attends joint case conferences with Recovery–Oriented, Trauma–Informed System of Care (ROTI-SOC) providers, as scheduled by SOC Coordinator.

Develops appropriate file documentation in adherence to program standards and requirements.

Member of Quality Assurance Team.

#### **Qualifications:**

Certified Abuse Counselor or minimum A.A. in related field (or equivalent experience).

Skills and Knowledge: Case Management, substance abuse counseling and gender-specific treatment.

Prior experience: Minimum 3 years experience in Counselor or Case Manager position.

Minimum 3 years demonstrated experience working with Alaska Native people. Alaska Native preferred.

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Employee Signature

Date