



New York Indian Council, Inc.  
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Long Island City, NY 11101  
Phone: (718)215-8417 x.313 ▪ [www.fb.com/NewYorkIndianCouncil](http://www.fb.com/NewYorkIndianCouncil)

### **Job Description**

**Job Title:** Substance Abuse Treatment Counselor

**Salary:** Non-exempt DOE

**Status:** Probationary/Permanent, Full-Time

**Hrs./WK:** Thirty-five (35)

**Department:** Wellness

**Job Location:** New York, NY

#### **Nature of Work:**

Counsel and assist individuals dealing with substance abuse problems, such as alcohol and/or other substances. Provide multi-faceted substance abuse prevention activities for the American Indian community. Provide early intervention treatment opportunities for youth substance abusers and their families. Provide treatment and recovery support services to eligible clients.

#### **Essential Duties And Responsibilities:**

1. Independently provide Individual and Group counseling to assist clients in overcoming alcohol and drug dependency.
2. Refer clients to other support services as needed, including Residential Treatment and Detox. Provide case management for clients as needed to support their recovery.
3. Provide alcohol/substance abuse prevention activities for the community.
4. Provide youth specific substance abuse prevention and intervention groups.
5. Utilize cultural and traditional activities as part of prevention and intervention services.
6. Collaborate actively with other staff to coordinate substance abuse services, plan special events, and participate in weekly case consultation with other professionals.
7. Maintain electronic client health records in a complete and timely manner, including comprehensive assessments, progress notes, treatment plans, and discharge summaries.
8. Develop treatment program with client to meet their recovery needs; monitor condition of client to evaluate success of therapy, and adapt treatment as necessary;
9. Follow all agency, state and federal guidelines regarding the legal and ethical practices of substance abuse treatment.
10. Attend department meetings and other assigned meetings.
11. Adhere to UIHS Communication Norms and Guiding Principles, accreditation and compliance standards/guidelines.
12. Maintain a professional, organized, clean working environment by following organizational policies, guidelines, and safety standards.
13. Assist in development of departmental policy, procedures, and quality improvement activities within the clinic as directed.

#### **Required Knowledge, Skill and Ability:**

- Ability to evaluate clients' health and social situations and to guide them towards feasible solutions, including support counseling and accessing community resources
- Knowledge of the effects of crisis on a client's health, social and emotional functioning, and the ability to deliver services in a manner that is sensitive and tolerant to these needs

- Skill in counseling, case management and establishing and maintaining control over case plans, time-table, priorities and agendas
- Possess considerable knowledge of the problems and needs of urban Native Americans
- Working knowledge of community resources and the ability to establish and maintain effective Working relationships with other organizations
- Knowledge and skill applying applicable rules, regulations, policies and contract provisions of funding sources
- Possess awareness of and respect for the diversity of Native cultures and tradition
- Ability to communicate effectively, both orally and in writing
- Ability to work with confidential and sensitive documents in a professional manner
- Ability to maintain high standards of client confidentiality

**Required Experience and Training**

1. Bachelor's Degree in health, human services or business fields, such as social science/social work, psychiatric nursing, psychology or one of the health or health related fields and be state certified as a substance abuse counselor:  
OR
2. Associates Degree in the social science/social work, psychiatric nursing, psychology or one of the health or health related fields and be eligible to be state certified as a substance abuse counselor, and a minimum of 3 years of position-related experience:  
OR
3. A minimum combination of six (6) years of work experience in the social science/social work, psychiatric nursing, psychology or one of the health or health related fields, and be eligible to be state certified as a substance abuse counselor, with experience and knowledge of substance abuse and case management standards.

**Additional Requirement:**

- Must possess valid New York Driver's License
- Must pass Driver Insurance Carrier's requirements
- Must pass New York DPS Fingerprinting Clearance (Class I & II)
- Must pass and submit to periodic/random drug testing

**Working Conditions:**

- Ability to sit for long periods of time in an office environment with low to moderate noise
- Ability to sit in front of a computer for 6-8 hours a day
- Ability to travel to various locations, including out of state

**Supervisory Status:**

Non-supervisory  
Reports to Wellness Director

*Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). The New York Indian Council is committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the New York Indian Council is an Equal Opportunity Employer.*