

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at www.tachi-yokut-nsn.gov

Job Requisition Form

Department: Tribal Social Services
Position to be filled: Youth SUD Counselor

Required Qualifications/Essential Duties:

- High School Diploma or General Education Degree (GED) Plus two years of experience working a substance abuse setting; **Required**
- Must possess one or more of the following: RAS, CAADAC, NAADA, ACCRR and/or IACC, Inc. Certification for Alcoholism and other Drug Counseling;
- Or an Associate's Degree in Addition Studied of Behavioral or Human Services; **Required**
- Assist Tribal Social Services Director and other Tribal Social Services, staff.
- Update case status reports daily and provide weekly reports and specialized reports as needed.
- Practice the Tachi-Yokut culture, and established Tribal/Departmental policy and procedures.
- Maintain the knowledge and practice of Substance Abuse Treatment. SRR adapts and abides by local, state, and federal laws to provide services.
- Maintain knowledge and practice of Substance Abuse Treatment modalities per local, state, and federal practices.
- Screening, intake, orientation, assessment, assist to facilitate groups when needed AA/NA.
- Maintain client/tribal member records according to HIPPA and 42 CFR. Adhere to all confidentiality standards.
- Assist in coordinating and developing targeted activities/programs to identify at-risk youth populations.
- Develop and build rapport with youth by planning and meeting short and long-term goals for success in achieving a healthy lifestyle and self-sufficiency.
- Performs regular assessment and reassessments to determine the need for continued services at the appropriate level of care.
- Educate youth on the health risks of the use of alcohol and drug products. Provide community-wide resource information for youth who need assistance in addressing a problem with alcohol or drugs.
- Ability to mentor youth on completing daily living skills.
- Educate youth in developing Critical Thinking and Problem-Solving Skills.
- Assist in coordinating and developing targeted activities/programs for an identified at-risk population.
- Youth counselors must be willing to work on weekends and during after school hours as needed when youth are not at school.
- Coordinate case filings, activities, and communications between the Tribal Social Services Department and the courts/referring parties.
- Maintain Department case files and contact notes per the Departmental guidelines.
- Ensures appropriate and comprehensive documentation within an EHR system.
- Complete appropriate documentation requesting per-diem for travel when necessary.
- Meet with individuals and family members in the office, school, or home if necessary.
- Work with the community, public or private resources, and other organizations as appropriate in the delivery of client services.
- Stay current with counseling practices, modalities, and certifications by attending the necessary trainings, workshops, and submitting a request for certification or re-certification as needed.
- Maintain knowledge and practice of Substance Abuse and Treatment local/state/federal practices, the Tachi-Yokut culture.
- Perform other work-related duties, as assigned.

Reports to: Director
Rate of Pay: \$38,220.00 (Exempt)
Approximate Hours: 40+ Hours per week
Date Posted: April 16, 2021
Deadline: Open Until Filled

Department Director Date

Human Resources Director Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.