

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2016-38A**

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION: Counselor III
OPENING DATE: August 9, 2016
CLOSING DATE: Open Until Filled
DEPARTMENT: Community Health and Wellness/Behavioral Health
SALARY RANGE: NE-14; \$42,224 - \$63,336

Position Summary:

Under general direction of the Behavioral Health Program Manager, the Counselor III is a crucial member of a treatment team who provides counseling, skills training, and education to individuals with a variety of mental health diagnoses including substance abuse disorders. Identifies and treats mental disorders. Maintains confidentiality of all privileged information. Consistently applies Core Values supporting Workforce Excellence.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Performs clinical supervision for staff as required or needed
- Provides guidance to other clinical staff members in designing treatment plans.
- Assesses, identifies, and treats clients with mental health, emotional, behavioral and substance abuse disorders utilizing effective and culturally sensitive practices.
- Conducts a comprehensive assessment of client, following the initial screening as needed or recommended.
- Conducts comprehensive assessments with focus on diagnosis and functional evaluation of client strengths and weaknesses.
- Provides counseling for individual, group, couples, and family.
- Manages treatment plans and multiple service plans incorporating referrals and follow-up with other agencies and resources.
- Uses established behavioral health techniques to assist clients in meeting treatment goals.
- Consults with on call staff during crisis call responses.
- Educates and informs community on healthy lifestyles, improving communication and family life, living with trauma and loss, substance abuse, recovery related topics, and available services and resources.
- Maintains case files in accordance with standard operating procedures, including but not limited to, paper files and electronic files.
- Documents timely and accurately the results of assessments and treatment plans, reports, progress notes, discharge summaries, and other client-related data.
- Provides data for the maintenance of client database; generates reports to include clinical, prevention, and educational activities.
- Assists individuals and family members by referring them to other agencies for medical, psychological, education, training, employment, spiritual, or other needs.
- Attends and participates case staffing; to engage consultation with other clinicians regarding client cases.
- Assists in consultation with service providers from appropriate agencies for clients needing placement in more intensive treatment services.
- Obtains First Aid and CPR Certifications within one year of hire; must maintain certifications throughout employment.
- Maintains professional and technical knowledge by attending relevant training and workshops and establishing networks with like programs.
- Contributes to a team effort and makes individual effort to support Pueblo of Laguna Workforce Excellence.
- Performs other duties as required.

Minimum Qualifications:

New Mexico Licensed Professional Clinical Mental Health Counselor (LPCC) credentials required or eligible to be licensed by reciprocity. Seven (7) years of experience in the counseling field including one year of clinical supervision required. First Aid and CPR Certifications preferred. Fluency in the Laguna language is preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust

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responsibilities and attributes of the position which includes job duties. The Counselor III is designated at a High Risk Public Trust (HRT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, and Skills:

- Knowledge of applicable laws, regulations, and requirements, including the Laguna Children’s Code, Family Protection Code, and Laguna Criminal Code.
- Knowledge of the Pueblo’s judicial system.
- Knowledge of the effects and consequences of alcohol/substance abuse and mental health problems.
- Knowledge of care management and crisis intervention.
- Knowledge of evidence based behavioral assessments and interventions: disease management; treatment adherence; and lifestyle change.
- Knowledge of Alcoholics Anonymous’ 12 step program.
- Knowledge of records management procedures.
- Ability to address a large clientele using effective behavioral health techniques.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to work as a team member in a structured working environment.
- Ability to maintain confidentiality.
- Ability to demonstrate moral character when dealing with people.
- Ability to work extended hours, various work schedules, and on a rotational 24-hour on-call.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to prepare accurate, complete and legible reports and present detailed, accurate and objective oral presentations.
- Ability and skill to integrate training, experience, and common sense sufficient to identify potentially dangerous situations, make effective logical decisions, and exercise the appropriate measure of tact to resolve situation.
- Ability to accept the dangers and stresses, regimentation, discipline, and time demands of working with individuals with behavioral, mental health, substance/alcohol, or other problems.
- Ability to develop and present effective group educational programs or workshops.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in conducting interviews, and individual and group therapy sessions with empathy and enthusiasm.
- Skill in computer use, including Word, Excel, Outlook and software unique to program.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POEmployment@lagunapueblo-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Karen Chino, at (505) 552-5778 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES