

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2025-63

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION:	Counselor I
OPENING DATE:	October 8, 2025
CLOSING DATE:	October 16, 2025
DEPARTMENT:	Community Health and Wellness / Behavioral Health Program
SALARY RANGE:	NE11; \$21.52 - \$32.28 per hour

Position Summary:

Under general direction of the Behavioral Health Program Manager, the Counselor I provides counseling and case management services to individuals with a variety of mental health, alcohol/substance abuse, and related problems using established protocols. Maintains confidentiality of all privileged information.

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

Essential Duties & Responsibilities:

- Provides individual counseling on substance abuse issues and co-occurring disorders.
- Provides group counseling and psychoeducational groups pertaining to, but not limited to, substance abuse issues, anger management, alcohol /drug education, relapse prevention, aftercare, and other issues relating to behavioral health.
- Conducts screenings, intake, and orients new clients.
- Develops treatment plans and arranges client appointments with clinical supervision; refers clients to other agencies as needed.
- Under clinical supervision, identifies and prioritizes needs; establishes agreed upon treatment goals; creates an action plan to achieve goals.
- Under clinical supervision, manages treatment plans which may include referrals and follow-up with other agencies and resources.
- Responds to client's needs during acute emotional and/or physical stress and provides crisis intervention.
- Educates community on healthy lifestyles, improving communication and family life, living with trauma and loss, substance abuse, recovery related topics, and available services and resources.
- Documents timely and accurately the results of assessment 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 all 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.
- Participates in staff meetings and service quality improvement activities.
- Transports clients to and from service agencies or outside activities.
- Assists the Pueblo's Emergency Management Program in its response to public emergency incidents/situations.
- Maintains professional and technical knowledge by attending relevant training and workshops and establishing networks with like programs.
- Contributes to a team effort toward accomplishing tasks and achieving results.
- Performs other duties as required.

Minimum Qualifications:

- Licensed Alcohol and Drug Abuse Counselor (LADAC) or Licensed Substance Abuse Associate (LSAA) credentials issued by the State of New Mexico required.
- First Aid/CPR Certifications preferred; must be able to obtain within three (3) months of hire.
- FEMA/ICS 100, 200, 700 & 800 Certifications preferred; must be able to obtain within four (4) months of hire.
- 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 responsibilities and attributes of the position which includes job duties. The Counselor I is designated at a High-Risk Public Trust (HRPT) 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 traditional form of government and pueblo customs and traditions.
- Knowledge of applicable laws, regulations, and requirements, including the Laguna Children's Code, Pueblo of Laguna Constitution, 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 case management and crisis intervention.
- Knowledge of Alcoholics Anonymous' 12 step program.
- Knowledge of applicable HIPAA regulations and other relevant patient/client privacy protection processes, laws, and regulations.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- Knowledge of records management procedures.
- Ability to communicate effectively, both verbally and in writing. Fluency in the Laguna language preferred.
- 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 and objective oral presentations response to questions.
- 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 making effective decisions in emergency situations.
- 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.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; and talk or hear. The employee frequently is required to use hands and fingers to handle or feel; and reach with hands and arms. The employee occasionally is required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is generally performed in an office environment with a moderate noise level. Situations where extreme caution must be exercised when home contacts are made. Evening, weekend, and/or holiday work will be required. Must be on call for emergencies. Travel is required for training, meetings, and other events.

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 polemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026
 4. Fax to (505) 552-9675
- For more information, contact HR at (505) 552-5252 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES