

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2023-37**

**OPEN TO IN-HOUSE & EXTERNAL APPLICANTS**

**POSITION:** Counselor II  
**OPENING DATE:** July 14, 2023  
**CLOSING DATE:** Open Until Filled  
**DEPARTMENT:** CHWD / Behavioral Health  
**SALARY RANGE:** NE12; \$35,357 - \$56,015

**Position Summary:**

Under the general direction of the Behavioral Health Program Manager, the Counselor provides counseling, skills training, and education to individuals with a variety of mental health diagnoses including substance abuse disorders. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. 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:**

- Conducts client intake; conducts comprehensive assessment of problems and other needs; develops and/or makes recommendations on client treatment plans.
- Recognizes/identifies, provides clinical intervention, and manages clients with mental health, chronic emotional and/or substance abuse problems.
- Identifies and prioritizes needs; establishes agreed upon treatment goals; creates an action plan to achieve goals.
- Provides individual, group, couples, and family counseling to assist the client in meeting treatment plan goals.
- Arranges appointments; manages treatment plans to include 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.
- Responds to client's needs during acute emotional and/or physical stress and provides crisis intervention.
- Develops presentations/material to educate and inform 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 timely hardcopy and electronic case files in accordance with standard operating procedures, including assessment results, treatment plans, progress notes, discharge summaries, and other client related data.
- Uses electronic patient management and billing system accurately for all patient centered records and billing information.
- Provides data for the maintenance of client database; generates reports to include clinical, prevention, and educational activities.
- Participates in case staffing to consult with other clinicians regarding client cases.
- Transports clients to and from service agencies or outside activities as needed.
- Maintains required licensures; obtains certifications within established time limits; enhances professional and technical knowledge by attending relevant training and workshops and establishing networks with like programs.
- Obtains First Aid and CPR Certifications within one year of hire; maintains certifications throughout employment.
- On an as needed basis, assists the Pueblo's Emergency Management Program in its response to public emergency incidents/situations.
- Performs other duties as required.

**Minimum Qualifications:**

New Mexico Licensed Alcohol and Drug Abuse Counselor (LADAC), Licensed Master's Social Worker (LMSW) or Licensed Mental Health Counselor (LMHC, LPCC) credentials required or eligible to be licensed by reciprocity. Maintains licensure throughout employment for this position. Five (5) years of experience in the counseling field required. CPR and First Aid Certifications preferred; must obtain within three (3) months of hire. FEMA IS-100.c and FEMA IS-200.c Certifications preferred. Must obtain within four (4) months of hire. Fluency in the Laguna language 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 II is designated as a High-Risk Public Trust (HRT) position.

This position is subject to standards of character mandated by PL 101-630 (Title 25, Chapter 34, § 3207), Indian Child Protection and Family Violence Prevention Act, and will be considered when conducting background investigation(s) for this position.

Type of Background Check	Required
Pre-Interview Background Screening	X
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 case 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 and ability to use DSM-5 for diagnosis and treatment; skill to apply processes and procedures in providing services.
- Knowledge of records management procedures.
- Knowledge of applicable HIPPA regulations and other relevant patient/client privacy protection processes, laws, and regulations.
- Fundamental knowledge of IS 100.c & IS 200.c and ability to apply to tribal operations.
- Ability to address a large clientele using effective behavioral health techniques.
- 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 and desire to help when dealing with people.
- Ability to work extended hours, various work schedules, and on a rotational 24-hour on call schedule.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to prepare comprehensive reports.
- Ability to present detailed, accurate and objective oral presentations and responses to questions.

- 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 engaging 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](http://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](mailto: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, 22 Capital Road; Laguna, NM
  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**