



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 027-25

OPENING DATE: 02/11/2025

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Substance Abuse Counselor
PAY GRADE: E5 (\$26.30/hr. - \$36.83/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Health Services
REPORTS TO: Behavioral Health Manager
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Provides counseling services to adults and adolescents diagnosed with substance use disorders. Engages in community outreach related to substance abuse. Maintains confidentiality of all privileged information.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Conducts intake interviews as assigned, orients clients to program rules and procedures, utilizes screening tools, and ensures necessary documents are signed.
- Assesses client's strengths and needs for the development of a treatment plan
- Refers clients to other support services as needed, such as medical evaluation, treatment, and social services.
- Provides individual counseling utilizing evidence-based modalities
- Facilitates evidence-based groups.
- Offers support to family members to assist in providing support to clients struggling with substance use.
- Provides crisis intervention as needed.

- Provides education to the community on substance abuse, mental health, and prevention issues.
- Charts all notes, assessments, treatment plans, discharge summaries, and client communication in a timely and professional manner.
- Attends clinical staff meetings and discusses complex or high-risk clients with their supervisor.
- Prepares reports on caseload and submits to clinical supervisor as needed
- Maintains standards and practice in accordance with applicable laws, regulations and requirements, including confidentiality and professional standards.
- Conducts follow-up and aftercare for client's discharge from residential treatment
- Ensures professional growth and development.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Psychology, Social Work, Alcohol and Other Drug Abuse or closely related field.
- Two year's work experience in the Alcohol, Tobacco, and Other Drug Abuse Field; or equivalent combination of education and experience.
- State of New Mexico Licensed Alcohol and Drug Abuse Counselor (LADAC) or Licensed Substance Abuse Associate (LSAA).
- State of New Mexico Licensed Professional Clinical Counselor (LPCC) or Licensed Mental Health Clinician (LMHC).
- State of New Mexico Licensed Clinical Social Worker (LCSW) or Licensed Master's of Social Work (LMSW)
- CPR Certification.
- Must be able to pass a TB screening.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of the theory, principles and practices of clinical, developmental and counseling psychology.
- Knowledge of the theory, principles, practices, and treatment of alcohol and drug abuse.
- Knowledge of patient outreach services and activities, funding agencies, and community health care and vocational services.
- Knowledge and understanding of the Isleta Pueblo culture, tradition and values.
- Skill in operating various word-processing, spreadsheets, and database software programs.
- Ability to plan, implement, and evaluate individual patient care programs.

- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office environment.
- Exposure to individuals with behavioral problems and potentially harmful situations that may require crisis management and other techniques to protect self and client.
- Noise level is usually moderate.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.