



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

**POSTING NO: 007-24**

**OPENING DATE: 01/19/2024**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Substance Abuse Counselor  
**PAY GRADE:** E5 (\$19.93/hr. - \$28.89/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.