

## Job Announcement

**Position Title:** Chemical Dependency Counselor Aide (Part Time/On-Call)  
**Location:** HHS/Behavioral Health—Men's Halfway House  
**Reports to:** Director of Behavioral Health  
**Opening Date:** September 6, 2017  
**Closing Date:** Until Filled

**\*\*\* Any individual who receives an offer of employment or will receive a payroll check are required to submit to a drug and alcohol test as a condition of obtaining employment.\*\*\***

**\*\*\*\*Mille Lacs Band Member/American Indian preference applies\*\*\*\***

### SUMMARY:

The Chemical Dependency Counselor Aide is responsible for client supervision, and to work as a member of a multidisciplinary team to address issues of addiction.

### QUALIFICATIONS:

- High School diploma or equivalent is required. Higher education is desirable.
- Provide client transportation to scheduled appointments.
- Considerable knowledge of the disease concept and addictions.
- Familiarity with the philosophy of Alcoholics Anonymous.
- Understanding of non-traditional treatment modalities.
- Familiarity with and sensitivity to culture and tradition of the Mille Lacs Band.
- Commitment to multi-cultural programming.
- Ability to maintain highest level of confidentiality with respect to clients to maintain integrity of program.
- Ability to communicate effectively with others.
- Ability to write effectively.
- Basic computer skills, including Windows and Word.
- If chemically dependent, must be free of dependency for at least two years and be able to demonstrate documentation of sobriety. Documentation shall include two letters of support.
- To complete all tasks and jobs as assigned.
- Must have a current valid driver's license and must be insurable under the Band's Auto Insurance Policy.
- Must pass a pre-employment drug & alcohol test and criminal background check.

### DUTIES AND RESPONSIBILITIES:

- Coordinate and facilitate educational groups for treatment program.
- Transport clients as necessary.
- Conduct chemical dependency program orientation sessions.
- Assist clients as necessary and appropriate while in treatment and recovery.
- Confer with program staff to keep them informed of treatment planning and progress towards recovery.
- Provide written and verbal communication to program staff.
- Maintain client confidentiality of program record.
- Nature of work is such that incumbent experiences infrequent periods of moderate to high stress levels while dealing with clients, family members, and others.

- Work is almost exclusively in doors in a controlled climate area.
- Little threat of personal danger or risk, although working with certain patients may subject incumbent to periods of moderate to high stress levels.
- The facility is open 24 hours a day seven days a week. Employees must be willing to work shifts needed for program coverage. Extra hours and weekend work may also be required. May also require occasional "on call" availability to cover emergency situations.
- Will involve working with many different people who are often distressed in some way.
- Local travel is required, travel outside the state is very limited.

**WORKING CONDITIONS:**

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**Submit resume, cover letter, and employment application to:**

**Mille Lacs Band of Ojibwe  
Employment Coordinator  
43408 Oodena Dr.  
Onamia, MN 56359  
Fax # (320) 532-7492  
e-mail to [hr@millelacsband.com](mailto:hr@millelacsband.com)**