



Job Title: Drug and Alcohol Counselor
Department: Behavioral Health
Reports to: OTP Administrator
FLSA Status: Non-Exempt
Salary Grade: \$25.02 - \$35.03
Location: Eugene

Employees must pass and remain in compliance with a criminal background check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the OTP Administrator, the Drug and Alcohol Counselor provides direct client services, including screenings, assessments, evaluations of level of care, diagnosing for substance use criteria, mental health symptom screenings, referrals, treatment planning, and accurate documentation.

The counselor plays a vital role in supporting patients on their journey to recovery, delivering whole-person care within a Tribal health organization. The role involves collaboration with patients, families, and a multidisciplinary team to develop and implement evidence-based treatment plans that align with the values and traditions of the Tribal community. OTP Clinic hours are Monday through Friday 5:30am to 2:30pm and, Saturdays 5:30am to 10:30am.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conduct client assessments to determine the appropriate level of care, integrating whole-person and community-centered approaches.
2. Apply knowledge of ASAM (American Society of Addiction Medicine) criteria to assess client needs, determine appropriate levels of care, and guide treatment planning.
3. Develop individualized treatment plans in collaboration with clients, focusing on their unique needs, goals, and cultural values.
4. Facilitate counseling and therapy sessions (both individual and group settings) to address addiction issues, emphasizing emotional, social, and family dynamics within the context of holistic care and Tribal traditions.
5. Monitor client progress, adjust treatment plans, and make referrals as necessary to reflect evolving needs and ensure the effectiveness of interventions.
6. Maintain accurate, timely, and confidential client records, adhering to all applicable regulations, including HIPAA and 42 CFR Part 2.
7. Provide ongoing support, encouragement, and motivation to clients throughout their recovery process, fostering a sense of empowerment and self-efficacy.
8. Collaborate with healthcare professionals, including medical providers, to ensure clients receive comprehensive, integrated care that addresses physical, mental, and spiritual well-being.
9. Collaborate as needed with other community agencies including probation, correctional services, police, courts, etc as appropriate to meet client clinical and confidentiality needs
10. Offer crisis intervention and immediate support for clients experiencing acute distress, ensuring their safety and connection to necessary resources.
11. Partner with peer recovery coaches within and outside the organization to enhance client support and recovery outcomes through shared expertise and lived experiences.

12. Responsible for completing or coordinating with the OTP team to ensure all required urine drug screenings are performed as directed by the OTP Medical Director, KWC policy and procedure, or other certification body.
13. Performs other related duties as assigned.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 25 pounds. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

KNOWLEDGE, SKILLS AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
2. Possess awareness and sensitivity of Indian traditions, customs, and socioeconomic needs and ability to work effectively with diverse cultures.
3. Capacity to develop the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
4. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving.
5. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
6. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
7. Knowledge of regulations on the confidentiality of medical records and Personal Health Information in alignment with HIPAA standards.
8. Ability to make decisions independently in accordance with established policy and procedures.
9. Maintain an excellent working knowledge of the Tribe's values and mission and ensure all communication is aligned with the values and mission.
10. Knowledge of diagnostic evaluation and case management
11. Proficient in utilizing ASAM (American Society of Addiction Medicine) criteria for assessments, level of care determinations, and treatment planning.
12. Knowledge of medical equipment and instruments to administer patient care.
13. Ability to utilize and navigate Electronic Health Records, and related support systems, perform reports, and interpret data in support of population health activities.
14. Knowledge of medications and injection procedures.
15. Knowledge of medical terminology and ability to maintain current in industry standards and best practices.
16. Ability to maintain professionalism, confidentiality, and objectivity under constant pressure and crisis situations.
17. Ability to make decisions independently in accordance with established medical protocol, standing orders, and policy and procedures.
18. Proficient in Microsoft products such as Word, Excel, Power Point and Microsoft Teams.
19. Ability to read and understand complex documents and manuals, as well as the ability to write such documents for use by others.

QUALIFICATIONS

1. High School Diploma or GED.
2. MHACBO Certified Alcohol and Drug Counselor I, II, or III status or equivalent required

3. Strong understanding of clinical practices and guidelines in addiction treatment required.
4. Skilled in crisis intervention and utilizing a trauma-informed approach.
5. Experience working in an opioid treatment program (OTP) or other substance use disorder treatment setting preferred.
6. General understanding of HIPAA and 42 CFR Part 2.
7. Current first aid card with CPR/AED certification or ability to obtain within 90 days of employment.
8. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.