



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**Position: Be da Bin Behavioral Health - Mental Health Counselor - Repost  
(1 Full Time – Grant funded)**

**Pay Grade:** E4      **Status:** Exempt/Bi-Weekly Pay      **Background Check:** Extensive  
**Hiring Range:** \$46,714 – \$61,948 - **Commensurate with Verified Qualifications.**

**Indian Preference applies in accordance with Ordinance #15-600-02**

**Summary:** The Mental Health Counselor provides counseling for children, adolescents, and adults; using conventional assessment and diagnostic procedures to assess and determine the appropriate treatment for each client's current circumstance.

### **Employment Qualifications: Minimum Necessary Qualifications -**

- Must have a Clinical Master's Degree and Michigan Licensure as a LMSW, LPC, LLPC, TLLP, LMFT, LLMFT; and
- Must possess a CAADC through MCBAP, ADCIII through UMICAD, or an equivalent credential through an IC& RC member Board, or begin a CAADC Development Plan for full certification (or equivalent) within six (6) months of hire; and
- Must have demonstrated experience in working with Co-Occurring individuals (Substance Use Disorders – SUD) and Mental Health (MH) disordered people; and
- Maintain a healthy lifestyle and adhere to the Ethical Standards and Code of Conduct of the position; and
- Working knowledge of sensitivity communication practices and interview techniques in order to speak with and for the patient; and
- Must have a valid Driver's License with the ability to be insured under the Tribe's insurance policy and maintain it throughout employment; and
- Superior performance in the selection process as determined at the discretion of the LRBOI Hiring Team, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy.

### **Duties and Responsibilities:**

1. Performs direct client contact through intake assessments, interviews, and out-patient counseling (12 core functions).
2. Evaluates clients' problems, develops, and administers treatment programs.
3. Provides crisis intervention services (emergency detoxification, medical attention, public assistance, and outreach) for immediate and long-term needs.
4. Assist in the development of supporting systems with educational system.
5. Develops and presents drug and alcohol educational curriculums and awareness programs, and assists Youth Prevention Counselor in implementing youth activities, projects, and community events, etc.
6. Administers cultural teachings in regard to substance abuse.
7. Performs motivational therapy for families and individuals, as well as groups.

8. Assesses and documents client needs and records client participation. Maintains accurate and detailed record-keeping for each client in accordance with accreditation, license and/or funding source regulations.
9. Attends position related conferences, trainings, and other appropriate meetings, traveling, as necessary.
10. Provides driver evaluations, referral services, drug and alcohol education, and case management.
11. Utilizes other areas of assistance, collaborating with referral resource agencies, other internal departments, in addition to state and community resources.
12. Provides client progress to appropriate agencies.
13. Maintains professionalism and confidentiality in all aspects of work and complies with all applicable tribal, federal, or state laws and procedures.
14. All other position related duties as assigned by supervisor.

### **Other Skills and Abilities:**

During the course of employment, the employee will consistently utilize and demonstrate strong verbal and written communication skills, strong organizational skills, strong presentation skills, strong project management skills, strong reasoning and judgment skills, strong interpersonal and teamwork skills, a heightened attention to detail and accuracy, the ability to work cooperatively with other departments, the ability to work independently and manage multiple tasks, and a commitment to confidentiality.

### **Supervisory Responsibilities:**

None.

### **Physical Demands:**

Sitting for long periods of time with occasional standing, walking, or reaching is to be expected. The nature of the work also involves manual dexterity to operate office equipment and while keyboarding. An employee will need normal or corrected to normal range of sight and hearing and will carry work related materials up to twenty-five (25) pounds.

### **Working Environment:**

Work is performed in a climate-controlled office environment. The employee's work schedule may frequently need to be flexible and adjusted according to business need. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight travel may be necessary to attend meetings or trainings.

### **Application Instructions:**

Obtain an **LRBOI application form (fillable)** and a copy of the position description on the Tribe's website [www.lrboi-nsn.gov](http://www.lrboi-nsn.gov) or by contacting Human Resources at:

*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660*

*Phone: (231) 398-6859; Email: [apply@lrboi-nsn.gov](mailto:apply@lrboi-nsn.gov) – **ATTN: HR***

***To apply, please submit completed LRBOI application, and a copy of Tribal ID front/back (if applicable) to:***

*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660*

*Fax: (231) 331-1233; Email: [apply@lrboi-nsn.gov](mailto:apply@lrboi-nsn.gov).*

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background

investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

**For further information, please contact the LRBOI HR Department**

**Reposted – 09-03-2024**

**Removal – Until Filled**