

**Ponca Tribe of Nebraska
Vacancy Announcement
(Open Until Filled)**

Position Title: Youth Prevention Specialist/Substance Abuse Counselor
Location: Norfolk
Salary: Grade 4 (\$12.16 - \$17.51) / Grade 5 (\$13.50 - \$20.12)
Department: Health
Supervisor: Counseling Services Administrator
FLSA Status: Non-Exempt
Classification: Full time

Summary:

This position includes providing substance abuse counseling and youth prevention programs and activities. This may include providing individual family and group sessions, along with family activities and programs, special events, cultural activities, referring clients to other services, and actively works with other programs and seeks collaboration with other agencies.

Responsibilities and Duties:

1. Individual will conduct youth and/or adult assessments and provide recommendations for types of services to be provided.
2. Responsible for providing outpatient substance abuse counseling, individual, counseling, family, and group sessions to youth and/or adults.
3. Completes monthly report and submits to the Counseling Services Administrator and the Tribal Health Director.
4. Provides culturally sensitive activities and/or training for the Native American community in prevention education and cultural activities.
5. Seeks culturally sensitive training/workshops or conferences and successfully completes.
6. Maintain complete confidentiality, adheres to HIPPA regulations, Privacy Act and CFR 42.
7. Plans, organizes and facilitate special programming and activities
8. Links the PTON Youth Prevention Program with on-going community events/celebrations.
9. Celebrate special activities with the youth (Ponca Restoration Day, Christmas, etc).
10. Assists the Tribal Health Director with writing the Scope of Work and the yearly budget.
11. Prepares purchase orders and check requests for the program.
12. Initiates contact with local community schools, social services, health care, social/recreational groups, service clubs, etc. in order to network and as appropriate work together on special programs and/or projects.
13. Attends and participates in local workshops/seminars that benefit the behavioral health program.
14. Maintains professional credentials with the current State Counseling Licensure and maintains continuing education as specified by state licensure.
15. Ability to refer and work with community resources.
16. Will follow the Alcohol Department and Youth Program policy and procedures.
17. Patient confidentiality, the Privacy Act, CFR-42 and HIPPA must be enforced and followed.
18. Must possess the ability to recognize the need to respect the rights, dignity, and privacy of clients.
19. Possess a caring and accepting attitude, have patience, enjoy working with and relating to youth and show genuine interest in youth.
20. Must be willing to work hours that best benefit the program-employee work schedules are developed to serve the needs of the program.
21. Maintains alcohol and drug free for duration of employment both on and off duty.
22. Other duties as assigned.

Relationships and Authority:

Stressful situations may occur in dealing with children, parents, school officials and other agencies.

Working Environment and Physical Demands:

Sits, stands, bends, lifts, and moves intermittently during work hours. Is subject to emotionally upset patients, family members, personnel, and visitors.

Qualifications:

Minimum:

Associate degree in addiction studies, counseling or related field or an equivalent combination of experience and education.

One year experience with youth substance abuse prevention.

One year experience developing, assisting and utilizing community resources.

One year experience working with Native Americans or Native American organizations.

Computer proficiency with Word, Excel spreadsheets, PowerPoint, and Access database programs.

Must possess excellent written and oral communication skills.

Must have a valid driver's license and be insurable.

Must successfully pass drug and alcohol testing, motor vehicle, education, character, and criminal background checks.

Able and willing to travel.

Preferred:

Bachelor degree in addiction studies, social work, counseling or related field.

Licensed or provisional licensed alcohol/drug abuse counselor and/or mental health practitioner.

One or more years experience in providing youth individual, family and group alcohol counseling.

Preference will be given to Ponca Tribe of Nebraska members or members of a federally recognized tribe. However, all qualified individuals are eligible.

The Ponca Tribe of Nebraska is an at-will employer.

Tribal Council Approval: 3-17-07

Please note: You **MUST** submit a PTN application in order to apply. Simply sending your resume via careerlink's apply button does not complete the application process. You can download an application from www.poncatribene.org/jobs.php.

Send completed application and resume with cover letter to:

Ponca Tribe of Nebraska
Human Resources Management Department
1701 E Street
Lincoln, Nebraska 68508
Fax: 402-438-9226
mreeseon@poncatribene.org

Great benefits include: Health, Dental, Vision, Life, and STD insurance, 401(k) with match up to 7%, Holidays, Vacation, Sick Leave, and more!