



# Behavioral Health/Substance Abuse Counselor

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Supervised by:	Chief Behavioral Health Officer
Location:	Pierre, SD
Status:	Part - Time
Salary:	Based on experience

## SDUIH Overview:

The South Dakota Urban Indian Health, Inc. (SDUIH) is a non-profit corporation that consists of two full-time primary care clinics. SDUIH is a comprehensive patient-focused health care organization. SDUIH corporate headquarters is located in Pierre and the agency reports to the Indian Health Service (IHS) in Aberdeen.

When you join our team at SDUIH, you're joining our Tiwahe (family). We believe that through equitable pay, flexibility, and centering employee wellness, we're creating systemic change that benefits everyone, especially our patients. Working with our medical, behavioral health, and cultural health teams, you'll improve the health and wellness of our patients and positively impact the health of our community.

## Position Summary:

The Behavioral Health Counselor provides evaluation, screening and therapy services to those with mental health conditions and/or substance misuse issues; including individual, family, and group therapy sessions; and charting and reporting patient data to provide necessary care and services to enable patients to maintain or improve their present level of functioning and well-being.

## Duties and Responsibilities:

- Screens prospective and incoming mental health clients and completes Clinical Interview Process with clients /families/referrals sources.
- Provides counseling and therapy sessions, treatment/psychological testing for clients/families as necessary to aid clients in developing an understanding of mental health issues.
- Develops individual treatment plans and assists in developing aftercare plans to incorporate therapeutic methods and tasks into an effective program that meets the client's needs.
- Compiles and produces progress notes, summary reports and other forms to document client information according to requirements and standards set by SDUIH, IHS and other social service, legal or State agencies.

- Facilitates and supervises techniques and activities to provide clients with access to groups, materials and information to aide in their health plan.
- Practices in accordance with professional standards established by the State Medicaid regulations and South Dakota Laws.
- Provides or coordinates transportation for clients needing treatment.
- Serves as liaison between the program and community recovery organizations and programs to maintain communications regarding client activities and needs and provides community resources for clients in recover with the program.
- Coordinates treatment plan and services with other significant SDUIH program departments, such as Diabetes and Medical Care.
- Participates in quarterly quality chart reviews to ensure accurate and proper services are provided and documented.
- Participates in continuing education training and workshops as needed to maintain high level of competency.

## **Skills and Ability to:**

- Enforce HIPAA requirements and maintain confidentiality.
- Apply evaluation and assessment methods and procedures which will safeguard the life and health of patients and others.
- Interpret and follow established treatment plans, procedures, and policies.
- Communicate information clearly and concisely for proper patient referral, follow-up care or to relay patient's needs and behaviors to a treatment team.
- Schedule, coordinate and conduct planned treatment programs;
- Maintain records and prepare required reports.
- Establish and maintain effective interpersonal counseling relationships with clients, families and staff.
- Use general office equipment and computers.
- Read, process and/or prepare reports, records and recommendations.
- Attend required continuing education training sessions.

## **Knowledge of:**

- HIPAA and OSHA rules and requirements.
- Computer programs (Word, Excel, etc.).
- Native American culture and traditions.
- Basic theories and techniques used in counseling and treatment programs for the mentally ill.
- Individual, group and family therapy techniques.
- Ethical and moral counseling standards and protocols.
- Community programs and resources.
- Private, local, state and federal resources for the treatment and rehabilitation of substance use and mentally ill clients.

- Providing quality services to clients in a public health setting.
- Appropriate and accurate chart documentation of client services.
- Quality review methods, practices and standards.
- State of South Dakota STARS system, ACCUCARE and RPMS BH GUI.

## **Standard Reporting Requirements:**

- Maintain appropriate files and reports according to standards.
- Complete specialized reports at the request of the Executive Director or other member of Administration.
- Establishes and completes computer patient data base system within 1 day after patient contact. Tracks patient progress and provides reports upon request.
- Completes Monthly Report on all activities and submits timely to the Executive Director.
- Completes needed documentation for Quarterly Quality Reviews.
- Completes Annual patient data report for IHS Mental Health Grant application.

## **Decision Making Authority:**

Decisions include accessing clients and determining the most appropriate methods to incorporate into each client's treatment plan. Determination of the need for and type of counseling sessions, selecting therapeutic tasks, setting procedures and rules for group meetings, referring clients for guidance and dealing with client problems.

Decisions referred include approval of special projects, unusual policies and procedures, program staff needs, purchase of equipment, in-service training provided to staff

## **Physical Demands:**

- Involves direct and frequent contact with potentially unstable clients.
- Involves direct contact with clients who may have infectious diseases.

## **Qualifications:**

- Possess current Mental Health/Substance Abuse licensure and/or certification by the State of South Dakota.
- Five years of experience in Behavioral health/Substance Abuse Counseling.
- Pass a federal background check.
- Provide Indian Preference documentation if claimed.
- Excellent communication skill, both oral and written.
- CPR certified or willing to be certify.

## Licenses and Certifications:

- ACT
- CAC
- SA=LAC

## How to apply:

Interested individual should email their resume and completed application to [carmen.rodriguez@sduih.org](mailto:carmen.rodriguez@sduih.org) applications can be found at <https://sduih.org/careers/>.

INDIAN PREFERENCE In accordance to IHS policy and Federal guidelines, preference will be given to qualified Indian applicants in accordance to Section 703 (i) of the Title VII of the Civil Rights Act of 1964. SDUIH is an Equal Opportunity Employer. Must be able to provide Indian Preference documentation if claimed

SDUIH reserves the right to amend this job description as operational needs dictate. SDUIH is an at-will employer.