Employee Job Description		
Position Title: AODA Counselor		
Position ID #		
Facility: Aanji – Bimaadiziwin Healing Center		
Job Family: AODA Treatment Ctr	**Comp Grade:** P – $22.88 – $30.23 **(2 Full Time Positions Available)**	**Status:** FT

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Position Summary:

Aanji – Bimaadiziwin Healing Center is Opening 06/01/2023 and is offering an exciting opportunity.

The Aanji – Bimaadiziwin Healing Center is Opening as a Supportive Sober Living Facility with an Intensive Outpatient AODA Counseling Component.

Over the next 12 months The Aanji – Bimaadiziwin Healing Center will expand to PHP and residential, transitional residential treatment, recovery support services, Case Management Services.

Aanji – Bimaadiziwin Healing Center provides those impacted by substance abuse disorders a spectrum of care including treatment, Case Management, Client Centered Care, Cultural Services and support services in a safe recovery environment.

Aanji – Bimaadiziwin Healing Center will be providing Outpatient programming to meet our clients wherever they are on their recovery journey.

Aanji – Bimaadiziwin Healing Center is provided in a safe, beautiful, and private setting 5 miles north of Turtle Lake WI., surrounded by lakes, streams, wildlife, and woods.

Aanji – Bimaadiziwin Healing Center will be serving both men and women in recovery.

We need passionate, talented people working together who share our desire to provide the best quality care for our clients.

Essential Functions:

Adhere to HIPAA compliance in all communication regarding Clients in treatment.
Provide consistent, daily, Appropriate engagement with Clients, providing support through implementation of the treatment plan
Display effective documentation, effective communication, confidentiality, and sensitivity skills
Conduct individual counseling sessions, under supervision, as scheduled and document as required.
Conduct group and/or family sessions, under supervision, as scheduled and documents as required.
Co-facilitate assigned group or family sessions.
Responsible for initial Biopsychosocial assessments, as well as follow up assessments.
Prepare individual treatment plans for each assigned client.
Ensure all documentation regarding client care, treatment and incidents is completed in a timely and in a clear, concise manner.
May act as a liaison between referral sources and client.
Provide crisis intervention to client, as needed.
May plan for continuing care for assigned clients.
Provide case management duties for clients, ensuring individualized quality care.
Evaluate client needs and determine if referrals to other programs or facilities are needed; and,
Be able to interact closely with the EMR
Perform other duties as assigned.

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

Type of Supervisory Responsibilities:
Care coordination with BHT staff

Supervisory Responsibilities:
Documentation of care coordination with BHT Staff

Directly Reporting to:
Executive Director/Clinical Director

Matrix of INDIRECT Reporting: St. Croix Tribal Council

Scope and Complexity:

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive information, and appropriate application of business operations and practices.
Ability to learn and document Client's interactions in the Electronic Medical Record (EMR)

Physical Demands/Environment Factors:

- Stand for long periods of time.
- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 10 pounds.
- Requires significant use of facility computers, phones, and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate clearly and transparently
- Use their hands to handle, control, or feel objects, tools, or controls.
- Speak clearly so listeners can understand.
- Ability to learn and document Client's interactions in the Electronic Medical Record (EMR)
- Use one or two hands to grasp, move, or assemble objects.
- See details of objects that are less than a few feet away.
- Speak clearly so listeners can understand.
- Hear sounds and recognize the difference between them.

Minimum Qualifications:

High school diploma or equivalent.
Substance Abuse Counselor in Training (SAC-IT)
Certified Substance Abuse Counselor (SAC)
Clinical Substance Abuse Counselor (CSAC)
Must demonstrate ability to assess customer and business needs and formulate plan of action. Able to identify potential issues and proactively contain and manage challenges.
Requires basic to intermediate level computer skills and ability to access information in meaningful ways.
Must have demonstrated ability to work collaboratively with all levels of employees and managers.
Requires effective presentation, verbal, and written communication skills.
Needs commitment to timeliness and attention to detail for acceptable customer service.
Must hold valid driver's license with reliable transportation
Must be able to pass a State of WI. Background check

Preferred Qualifications:

Clinical Substance Abuse Counselor (CSAC)

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

EEPID	Employee Printed Name	Employee Signature	Date

Supervisor Printed Name	Supervisor Signature	Date

*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.