

American Indian Family Center Job Posting

Where American Indian Families Thrive!



Contracted Rule 25 Assessor/ Comprehensive Assessment (Part-Time)

Application Deadline: Open Until Filled

Part-Time, hours may vary.

All programs are currently working remotely until further notice.

Position Title: Rule 25 Assessor

Reports To: Treatment Director

Position Description: Currently seeking a qualified candidate who is responsible for providing Rule 25 Assessments, secure placement and provide some case management to individuals with substance problems.

Specific Job Tasks:

- Provide outreach, assessment, and treatment planning to clients
- Implement Program services
- Provide ongoing client assessment, matching changing needs with appropriate treatment.
- Assist Counselors and treatment team in assuring that services provide to client are reimbursed.
- Communicates with internal and external sources to ensure program and organization is represented in a professional manner.
- Creates and completes reports to comply with required agencies (internal and external)
- Performs other duties and responsibilities as required or assigned.
- Knowledge, Skills & Abilities:
- Knowledge of principals, methods and procedures for diagnoses, treatment, and rehabilitation.
- Knowledge of individual and group behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Knowledge of 12 core functions and the 6 performance domains.
- Ability to role model professional, ethical, respectful, assertive behavior.
- Skilling in the operations of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook) and RPMS.
- Knowledge of pharmacology of addictions.
- Ability to effectively communicate with clients and co-workers, have strong verbal and written communication skills.
- Knowledge of the demographics, culture, history, and lifestyles.

Education and Experience:

- High School Diploma or GED
- Certified to do Rule 25 assessments upon hire.
- Level 1 certification through Upper Midwest Indian Council on Addictive Disorders (UMICAD) ADC 1, or LADC.
- Experience in conducting Rule 25 Assessments.
- Must be able to pass a criminal background check and drug screening.

Physical Demands and Work Environment:

- Very light lifting (less than 15 pounds) may be required occasionally.
- The AIFC is a low noise facility (under 30 dB) and has private offices and conference rooms.

Interested applicants can submit resumes and letters of interest to Rich Latterner, AIFC Treatment Director at Rich_Latterner@aifc.net. Selected applicants will be contacted to arrange an interview.

AIFC thanks you for your interest!