



American Indian Family Center Job Description

Where American Indian Families Thrive!

Job Posting

Licensed Alcohol and Drug Counselor

Application Deadline: Open Until Filled

Full-Time, Monday through Friday 8:30am – 5:00pm.

Note: Some Evening and Weekend Hours Required.

\$70,000-\$85,000 (DOQ) + Excellent benefits including employer paid health, dental and life insurance coverage for the employee, 403B retirement fund employer contribution, paid holidays, and generous PTO accrual.

Khunsi Onikan (Grandmother's Arms) Intensive Outpatient Program: The Khunsi Onikan (KO) Program is in need of and LADC to serve the American Indian population in the Twin Cities area and provide Substance Use and Co-Occurring disorders through individual, couples and family therapy/counseling to adults and families experiencing depression, grief, substance abuse, domestic violence, and other emotional disturbances and environmental trauma.

Position Title: LADC Counselor

Reports To: Khunsi Onikan Treatment Director

Responsibilities:

- Facilitate talking circles/support groups for clients and the community at large.
- Perform assessments.
- Conducts and documents weekly clinical case reviews with CD clinical staff.
- Attends CD Operations meetings and staff training.
- Attends key managers and director meetings.
- Maintain client files and confidentiality.
- Facilitates program growth, marketing, and continuous quality improvement efforts.
- Maintains knowledge of, and adherence to, program philosophy and policies
- Maintains current knowledge of changes in state clinical standards and evidenced based practices.
- Crisis intervention and consultation.
- Coordination of care for clients.
- Collaborative outreach / networking with family center partners and community agencies.
- Work with quality assurance to conduct random audits of staff charts to check compliance with documentation and billing standards.
- Data collection, quarterly and monthly reports.
- Promote a chemically healthy lifestyle.
- Perform other duties as assigned by the Director.



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Qualifications

- Bachelor's degree in CD, MH or Dual Disorders preferred.
- Must meet state qualifications of Outpatient Chemical Dependency Counselor.
- Must know and understand the implications of 9530.6405 to 9530.6505 and Minnesota Statutes, sections 245A.65 (Maltreatment of Vulnerable Adults), 626.556 (Reporting of Maltreatment of Minors), 626.557 (Reporting Maltreatment of Vulnerable Adults), and 626.5572 (Definitions).
- Demonstrate an ability to work with management in a positive and cooperative fashion.
- Demonstrate an ability to supervise and manage key administrative and clinical staff.
- Must be free of chemical use problems for a minimum of one year.
- Knowledge of or desire to learn more about the American Indian culture, community, and its resources.
- Experience in planning and implementing programming in a community agency.
- Experience working in a community-based agency preferred.
- Good time management skills.
- Effective record keeping skills.
- Effective organizational skills, particularly with paperwork and file systems.
- Excellent verbal and written communications skills.

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 Jessica Gourneau, Behavioral Health Director at jessica.gourneau@aifcmn.org. Selected applicants will be contacted to arrange an interview.

AIFC thanks you for your interest!