

American Indian Family Center

Job Posting

Where American Indian Families Thrive!



SUD Care Coordinator

Application Deadline: Open Until Filled

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

Note: Occasional Evening and Weekend Hours.

\$41,000 - 60,000 (DOQ) + Excellent benefits including employer paid health, dental and life insurance coverage for the employee, generous 403B retirement fund employer contribution, paid holidays and generous PTO accrual.

Our Mission: AIFC provides American Indian Families with programs and services enriched by traditional American Indian values and culture.

Purpose of Position: The SUD Care Coordinator will serve the American Indian population in the Twin Cities area and provide Substance Use and Co-occurring disorders by co-facilitating individual, couples and family therapy/counseling to adults and families experiencing depression, grief, substance abuse, domestic violence, other emotional disturbances and environmental trauma.

Reports to: Treatment Director

Responsibilities:

- Pro-actively links participants to both internal and external resources based on their treatment needs and follows up on the progress/status.
- Co-facilitates treatment groups.
- Meets with clients individually to review treatment plans and weekly progress.
- A care coordinator must receive at least one hour of supervision regarding individual service delivery from an alcohol and drug counselor weekly.

Qualifications:

- Skilled in the process of identifying and assessing a wide range of client needs.
- Knowledgeable about local community resources and how to use those resources for the benefit of the client.
- Successfully completed 30 hours of classroom instruction on care coordination for an individual with substance use disorder.
- Has either:
 1. A bachelor's degree in one of the behavioral sciences or related fields; or

2. Current certification as an alcohol and drug counselor, level I, by the Upper Midwest Indian Council on Addictive Disorders; and
- Has at least 2,000 hours of supervised experience working with individuals with substance use disorders.
 - Knowledge of or desire to learn more about the American Indian culture, community and its resources.
 - Effective organizational skills with paperwork and file systems.
 - Minimum of one year in recovery from substance use disorder.
 - Excellent verbal and written communications skills.

Physical Demands:

- Very light lifting (less than 15 pounds) may be required occasionally

Environment:

- AIFC is a low noise facility (under 30 dB) and has private offices and conference rooms.

How to Apply:

- Go to careers@aifcmn.org and submit your resume and a brief cover letter.