



# Sokaogon Chippewa Community

3051 Sand Lake Road, Crandon, WI 54520

Phone: (715) 478-7500 \* Fax: (715) 478-5275

[www.sokaogonchippewa.com](http://www.sokaogonchippewa.com)



**Position:** AODA Counselor  
**Salary:** Commensurate with Education and Experience  
**Hours:** Full-time – 40 hours per week  
**Reports to:** Behavioral Health Director

**Job Summary:** *The AODA Counselor will provide counsel and support to patients suffering from substance dependency, educate families in the best ways to help in the recovery process, and work with both inpatient clients and those participating in outpatient programs.*

## Duties/Responsibilities:

- 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.
- 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,
- Perform other duties as assigned.

## Qualifications:

- High school diploma or equivalent **REQUIRED.**
- Certified Substance Abuse Counselor (SAC) or Clinical Substance Abuse Counselor (CSAC) **REQUIRED.**

*Pre-employment/random drug tests and a background check will be required for this position.*

**Native American preference is granted according to PL 93-638**

Submit completed applications and resumes to:

**Sokaogon Chippewa Community**

**Human Resource Department**

3051 Sand Lake Road

Crandon WI 54520

(715) 478-7663

Email: [hr@scc-nsn.gov](mailto:hr@scc-nsn.gov)

**Posting Date: September 25, 2023**

**Closing Date: Until filled**

**Ga-na-waji Ga-wi-nug Way-ji-mooki-ji-wung Yi-ewe-meing-gun-a-sepii**