

SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT

P.O. Box 0

San Carlos, Arizona 85550

(928) 475-2361 ♦ Fax (928) 475-2296

Terry Rambler
Tribal Chairman



Tao Etpison
Tribal Vice-Chairman

JOB VACANCY

| VACANCY ANNOUNCEMENT NO. | OPENING DATE | CLOSING DATE |
|--|------------------|-------------------|
| #20-034 | November 6, 2019 | Open Until Filled |
| POSITION TITLE AND DEPARTMENT | SALARY | |
| Counselor/Substance Abuse Prevention Coordinator | \$47,000.00 | |
| San Carlos Apache College | Per Annum. | |

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE
(Applications must be received in the Human Resources Office by close of business on the closing date)

CONDITIONS OF EMPLOYMENT:

- Regular Full Time position. (Exempt) (Grant funded position; Continued employment dependent on contract/grant)
- Applicant must have a valid driver's license.
- Applicant must be twenty-one (21) years of age or older.
- Applicant must submit a cover letter, resume, two (2) letter of recommendation, and copies of college transcripts for full consideration. **NOTE: Applicant must submit a copy with application.**
- Work schedule: Work schedule may consist of working beyond normal business hours to support college activities and may also be required to work weekends, evenings and holidays.
- Applicant will be subject to and pass a Federal, State, County and Tribal Background Check. **Note: Applicants must meet this requirement by completing Item No. 15, on the Application for Employment.**
- Applicant **must** complete a "Child Care & Indian Child Care Worker Position" form to determine your suitability for tribal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment with the San Carlos Apache Tribe. **If you make a false statement in any part of your application, you may not be hired or you may be terminated after you begin work.**
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

DUTIES AND RESPONSIBILITIES:

As a Counselor/Substance Abuse Prevention Coordinator, under the direction of the SCAC Provost and the general oversight of the President, the Counselor/Substance Abuse Prevention Coordinator will be responsible for the development, implementation, coordination and evaluation of the college's overall counseling services, most importantly its substance abuse prevention initiatives and programs. Shall develop policies and procedures for the counseling office. Works closely with surrounding and local community partners on program services, substance abuse, and mental health issues. Provides all phases of direct and indirect mental health and substance abuse intervention, including but not limited to individual counseling, psychoeducational and therapeutic group work, information and referral, case coordination, case management, family therapy, aftercare/follow-up services, crisis and other related intervention strategies as assigned. Prepare and maintain all forms of clinical documentation (including screening, intake, psychosocial assessment, diagnostic evaluations, individual service plans, progress notes, discharge summaries, special narrative, and statistical

reports) in a timely manner. Act as a liaison/consultant with community agencies to coordinate client intervention and program services. Attend and participate in utilization review meetings, staff meetings and other multi-disciplinary team meetings on a regular and consistent basis. The Counselor/Substance Abuse Prevention Coordinator shall provide counseling to students and staff when necessary. Shall design and provide substance abuse prevention programming for the college, community and stakeholders. Will develop and implement a comprehensive counseling program to address the academic, career and personal/social needs of the students. Provides short term, individual, and group counseling opportunities to promote school success, personal growth, self-understanding, communication, problem solving, and decision making skills. Assists in curriculum development, professional development, and identification of interventions to assist students. The Counselor/Substance Abuse Prevention Coordinator shall evaluate the counseling program on an annual basis for continuous improvement. Perform the work outlined in the ANA "Fostering Community Health Through Education" objective work plan such as developing surveys and doing community outreach. Performs other duties as assigned, including the possibility of teaching.

QUALIFICATION REQUIREMENTS:

Basic Requirements:

Successful completion of a course of study in accredited college or university leading to a Master's Degree or higher degree that included a major field of study in Social Work, Psychology, Counseling, Substance Abuse or related field. **NOTE: Applicant must submit a copy of all college transcripts and/or degree to meet positive education requirements.**

Licensure: Candidates must have a permanent, full and unrestricted license to practice in United States. **NOTE: Applicants must submit a copy of a valid licensure/registration as required.**

In addition to meeting the basic requirements above, candidates must have had three (3) years of specialized experience.

Specialized experience is experience in college teaching, counseling and substance abuse treatment or in a job related field. **Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".**

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge of FERPA and HIPPA
2. Knowledge of Counseling theories and practices
3. Knowledge of pedagogy for effective teaching in a tribal college setting.
4. Knowledge of substance abuse prevention and/or skills working with youth and adults within school settings.
5. Knowledge of student success strategies in community college settings.
6. Knowledge of behavioral science theory, principles and application pertaining to substance abuse and mental health to include identification, evaluation, counseling, rehabilitation, education, and prevention
7. Knowledge of applicable laws and regulation pertaining to substance abuse and mental health treatment and confidentiality.
8. Knowledge of Native American communities, cultural diversity.
9. Ability to communicate compassion and empathy for students.
10. Ability to plan, organize and prepare required reports
11. Ability to develop policies.
12. Ability to maintain professionalism and a strict standard of confidentiality.
13. Ability to multi-task
14. Ability to create a welcoming and safe environment for all students.
15. Ability to relate to the San Carlos Apache history and culture as it relates to family and community.
16. Ability to communicate effectively both orally and in writing.
17. Ability to maintain professionalism and a strict standard of confidentiality.
18. Ability to interpret a variety of instructions/documents, furnished in written, oral, diagram or schedule form.

OTHER IMPORTANT INFORMATION:

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
- All material submitted for consideration under this announcement becomes the property of Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
- Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.
- **INDIAN PREFERENCE:** It is the goal of the San Carlos Apache Tribe to employ as many **tribal members** as possible in tribal positions. Therefore, all other qualifications being equal, **tribal members** will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:

1. Enrolled member of the San Carlos Apache Tribe with Veteran's Preference

2. Enrolled member of the San Carlos Apache Tribe
3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
4. Other Native American
5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
6. Non-Indian

It is also the goal of the San Carlos Apache Tribe to provide the best services possible to tribal members. In furthering the Tribe's efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Tribal Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

- VETERANS PREFERENCE AND INDIAN PREFERENCE: Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.
- EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

HUMAN RESOURCES OFFICE CLEARANCE:

/s/ Johanna Nosie
Human Resources Specialist

November 6, 2019
Date