



**LAC COURTE OREILLES  
COMMUNITY HEALTH CENTER**  
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

**Telephone: 715-638-5100**  
**Administration Fax: 715-634-6107**  
**Medical Records Fax: 715-634-2740**

**Position:** Substance Abuse Counselor

**Location:** Lac Courte Oreilles Community Health Center

**Hours:** Monday through Friday 8:00am – 4:30pm

**Salary Range:** Negotiable

**Posting Date:** March 16, 2022

**Closing Date:** March 29, 2022

**Description of Position:**

The Substance Abuse Counselor provides all core functions of substance abuse treatment for clients of the program. The Substance Abuse Counselor works as part of an integrated AODA-Mental Health team in a certified outpatient clinic setting. The AODA-Mental Health Clinics are part of the total medical services programs of the Health Center. The Substance Abuse Counselor works in accordance with the State of Wisconsin program and professional certification, licensing standards and standards of the Health Center in providing all services. The counselor works under the direct clinical supervision of the Behavioral Health Director with input from the Medical Director for providing clinical care.

**Qualification:**

- Must be a Wisconsin State Licensed Substance Abuse Counselor and must be qualified to receive a license from the Department of Safety and Professional Services.
- Bachelor's Degree in Social Work or related field preferred.
- Must be able to plan, organize and prioritize program objectives.
- The knowledge of available AODA treatment services and social resources required.

- Must maintain strict confidentiality in all matters.
- Be knowledgeable of self-help meetings and the 12 steps.
- Have excellent written and oral communication skills.
- Knowledge and sensitivity to Native American substance abuse and trauma issues and ability to develop a culturally affirming practice.
- Must abide by all HIPAA regulations.
- Maintain a high level of professionalism at all times.
- Ability to be a contributing member of an integrated AODA-Mental Health and Health Center team. Knowledge and experience in Native American culture is required. Ability to work with families and community is important.
- Computer experience with word processing in Microsoft Office Suite preferred.
- Computer experience in the Electronic Health Record Preferred.
- Possess a valid WI driver's license and vehicle insurance.
- Must be able to pass drug screen testing.
- Must be able to pass a background check.

### **Major Duties and Responsibilities:**

1. Provide all core substance abuse counselor functions for clients.
2. Appropriately and accurately produce and maintain client information necessary for third party billing and program quality assurance.
3. Must be available to provide on-call services.
4. Must be available to work evenings for Group sessions and or individual sessions.
5. Provide information and referral services for clients.
6. Maintain open communications with referral agencies.
7. Attend staff meetings and participate in clinical and administrative supervision.
8. Attend and be a team member of the Drug Court.
9. Facilitate the jail support group.
10. Provide team and individual consultation to other service providers and the community.
11. Attend required Health Center meetings and functions.
12. Pre-authorize insurances for billing purposes.
13. Participate on the Incident Command Team as assigned by management.
14. Reporting of Adverse Incidents.
15. Other duties as assigned by the Behavioral Health Director.

### **Supervision and Guidance:**

The Substance Abuse Counselor will work under the direct supervision of the Behavioral Health Director with oversight by the Health Director.

**\*Applicants for employment with the Health Center must submit with the application form additional documents including the following:**

**Letter of Interest**  
**Resume**

**Credentials**  
**Proof of any state Qualifications**  
**Three (3) letters of recommendation**  
**Academic transcripts**

**Application Information:**

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center  
Human Resources  
13380 W Trepania Road  
Hayward, WI 54843  
715-638-5132  
715-634-6107 Fax

*The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.*

03/15/2022