



MISSOULA URBAN INDIAN HEALTH CENTER

406.829.9515 | 830 West Central, Missoula MT 59801 | www.muihc.org

POSITION VACANCY ANNOUNCEMENT

TITLE:	Outpatient Counselor
DEPARTMENT:	Chemical Dependency
REPORTS TO:	Chemical Dependency Lead LAC
FLSA STATUS:	Non-Exempt
EMPLOYEE STATUS:	Permanent; Full-Time
SHIFT:	Mon – Fri 40 hours/week. Shift and hours may vary based on business needs
WAGE RANGE:	Negotiable DOE

Position Posting: February 25, 2016

Position Closes: Open until Filled

Application reviews will begin on February 29th, with complete job description available at MUIHC.

POSITION SUMMARY

The Outpatient Counselor is a member of the Chemical Dependency Department at the Missoula Urban Indian Health Center (MUIHC) and works within an interdisciplinary team, consisting of a Mental Health Provider, Community Health Promotion Coordinator and Clinical Nurse. The Outpatient Counselor is guided by and under the direct supervision of the Chemical Dependency Department Lead LAC. This is a full-time position, not to exceed 40 hours per week. The position is a grant funded, Indian Preference employment position.

FOCUS AREAS

The Outpatient Counselor is primarily responsible for provision of chemical dependency treatment services within the continuum of care for individuals seeking chemical dependency treatment in an Outpatient Clinical setting. The Outpatient Counselor is also responsible for meeting Indian Health Service and State of Montana Chemical Dependency Bureau grant program requirements.

PREFERRED SKILLS

- Ability to communicate effectively with diverse client base, local area chemical dependency professionals, referring agencies and community partners.
- Knowledge of chemical dependency treatment practices and procedures.
- Sufficient writing skills necessary to maintain complete documentation of client files.
- Strong organizational skills.
- Ability to act as a resource.
- Competence using computers and the internet.
- Attention to detail with proficient planning and organizational skills, sufficient to prioritize and successfully complete job demands.
- Ability to work independently and/or with minimal supervision, as well as, ability to clearly follow supervisor and/or superior's instructions.
- Ability to provide outstanding customer service.



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- Ability to interact with clients, understand cultural differences and apply skill in working with people of varied social, ethnic and economic backgrounds.
- Ability to exercise tact and diplomacy, to gain confidence, support and cooperation of individuals and groups in accomplishing objectives.
- Flexibility and adaptability to stress and ability to work under stressful situations, when necessary.
- Ability to apply problem identification and conflict resolution skills for effective outcome.

DESIRED EXPERIENCE

- Experience with best practice theories, concepts, principles and techniques applicable to chemical dependency treatment for Native Americans.
- Experience working with AI/AN population is desired.
- Experience working with a multi-disciplinary health care team is desired.

PREREQUISITE QUALIFICATIONS

- An Associates in Addiction Studies or Bachelor's degree in alcohol and drug studies, psychology, social work, counseling or Human Services related field.
- Must possess a valid State of Montana Licensed Addiction Counselor License.
- One year experience as a Chemical Dependency Counselor in an approved chemical dependency program preferred, including experience doing screening, assessment, intervention and rehabilitation of chemically dependent clients with co-occurring addiction, mental health and medical problems.
- Knowledge of the twelve (12) care function areas including: screening, intake, orientation, assessment, treatment planning, client placement, individual and group counseling, case management, crisis intervention, client education, referral, record keeping and consultation with other professionals.
- Valid MT Driver's License and clean driving record.
- Be willing to consent to criminal background check.

PHYSICAL DEMANDS

Essential job duties may require occasional lifting, pushing and pulling up to 50 pounds. The ability to occasionally stoop, kneel, crouch and utilize reaching, handling, fingering and feeling movements is required. The ability to hear normal conversational discussion and near and far visual clarity is required.

Preference in employment is given to qualified Native American candidates, in accordance with Title 42CFR36.221.

Submit completed applications at the MUIHC office at 830 W. Central, faxed to (406) 829-9519 – Attn: HR; or e-mailed to: jmeans@muihc.org. The following must be included for consideration:

- 1) A complete Missoula Urban Indian Health Center Application**
- 2) Resume**
- 3) Education transcripts**
- 4) Proof of High School Diploma or GED and/or College/Secondary Education Degree**
- 5) Three (3) letters of reference [Dated within last six (6) months]**
- 6) Proof of Native American Preference, *as applicable* [via BIA verification of Indian Preference]**