

ADMISSION INTAKE WORKER

One (1) full-time, Non-exempt position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- Completed Keweenaw Bay Indian Community application
- Current Resume'
- Personal Statement
- Copy of CAC I, if applicable
- Minimum of three (3) Letters of Recommendation
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Pauline Spruce, Personnel Director
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Distribution Date: February 21, 2012

Closing Date: March 7, 2012 at 4:00 pm

POSITION DESCRIPTION

<u>POSITION:</u>	ADMISSION INTAKE WORKER 1 full-time, non-exempt position
<u>LOCATION:</u>	New Day Treatment Center L'Anse, Michigan 49946
<u>SUPERVISORY CONTROL:</u>	Counseling Supervisor
<u>SALARY:</u>	Grade 6 (minimum starting pay \$13.40/hour)

QUALIFICATIONS:

- High school Diploma or equivalent required.
- Pursuing the CADC I, or able to obtain within one (1) year of employment.
- Experience in the Intake process preferred.
- Must have the ability to legibly document client information.
- Experience in the Screening process (determining eligibility and appropriateness).
- Competence in the Referral function (non-eligible, inappropriate clients must be referred to appropriate facilities).
- Must have knowledge of Bemidji Area I.H.S. (Interim Director).
- Must have knowledge of available funding sources.
- Must display ethical and professional responsibility. (Confidentiality)
- Must be willing to further education in the counseling/substance abuse field.
- Ability to give Didactic Lectures.
- Have the ability to relate to Indian and Non-Indians alike.
- Two years sobriety, if in recovery.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and pre-employment physical.

INDIAN PREFERENCE: Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE: Preference will also be given to Veterans (need DD214).

ADMINISTRATIVE DUTIES:

State admission forms, Intake forms, Confidential Releases, Initial Screening forms, Initial Impressions, Score WPI (Western Personality Inventory), Michigan Alcohol/Drug Screening Test.

DUTIES AND RESPONSIBILITIES:

1. Complete Initial Screenings (phone interviews) on potential clients.
2. Evaluate psychological, social, physiological signs and symptoms of alcohol and other drug use and abuse.
3. Identify any coexisting conditions (medical, psychiatric, physical, etc...) that indicate the need for additional professional assessment and/or services.
4. Determine eligibility, appropriateness, or referral to another facility.
5. Make appropriate referrals to Michigan, Wisconsin, Minnesota, or Northern Illinois facilities (Bemidji area). If an Initial Screening is completed from a state not located in the Bemidji area, must contact HIS Regional Office in that state for referral to a facility in local I.H.S. Area. (Interim Directory)
6. Determine a funding source.
7. Follow all state and federal laws, regulations, and agency policies governing alcohol and other drug abuse services. (Admission criteria, Notice of Confidentiality, Releases of Information).
8. Must be available to travel to job related training/workshops.
9. Upon admission, meet with clients to complete Intake forms.
10. Facilitate the lecture group series, i.e. House Rules & Policies, Ice Breakers, What is Alcoholism/Chemical Dependency?, Diagnostic Interview/Jellinek Chart, Marijuana, the Mind and Intoxication, The Whole Person.
11. Able to carry a client caseload of 3-4 as necessary.
12. Able to facilitate therapeutic groups.
13. Provide weekend and holiday coverage on a rotating basis with other counseling staff.
14. Facilitate required groups on weekends and holidays.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

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