



# PUYALLUP TRIBE OF INDIANS

## JOB ANNOUNCEMENT



**OPENS: MAY 1, 2018**

**CLOSES: JULY 16, 2018**

**JOB TITLE: CLINICAL SERVICES COUNSELOR**

**DEPARTMENT: COMMUNITY D.V. ADVOCACY PROGRAM**

**REPORTS TO: PROGRAM DIRECTOR- COMMUNITY D.V. ADVOCACY PROGRAM HOURS:**

**FULL TIME – 40 HRS/WK**

**SALARY: DOQ + BENEFITS**

***GRANT FUNDED POSITION***

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### **POSITION SUMMARY:**

This position provides a gentle guidance to program Advocates, works with the Program Director to oversee client case staffing and services available to clients, works with the Tribe's wraparound or multidisciplinary team (MDT) and provides direct therapeutic services to clients who are hurt or harmed by crime.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provide direct, culturally specific therapeutic services to program clients hurt or harmed by crime;
2. Work collaboratively with program Advocates and the Program Director to develop client and family case plans, which could include culturally specific services, therapeutic interventions, family dynamics, cultural diversity, conflict resolution and other topics as appropriate;
3. Provide a gentle guidance to Advocates, oversee client case staffing, and oversee services provided and available to each client;
4. Work collaboratively with external service providers and internal Tribal departments, including on the wraparound and MDT, to help provide clients with holistic, wraparound care and represent the program at the meetings;
5. Consults directly with Advocates and clients regarding successfully navigating criminal justice system and public proceedings arising from the crime, such as attendance at trial dates, assistance with victim impact statements, assistance with property recovery and restitution;
6. Conducts or participates in ongoing culturally-rooted assessment and evaluation of needs and strengths for clients;
7. Implements or coordinates culturally-specific therapeutic interventions based on knowledge of assessment outcomes, including cognitive – behavioral approaches;

8. Coordinates therapies, including the above therapeutic models, to promote healing and recovery;
9. Provide advocacy and support through developing and implementing a mentorship / partnership model suitable for Native American clients;
10. Integrates service provision linked to the mentorship / partnership program, including related supports such as emergency services, transportation and consultive or direct therapy services.
11. Maintains ongoing support for current and future community issues/resources and needs;
12. Participates in monthly staff meetings, monthly peer case staffing, in-house training sessions, and weekly face-to-face collaboration with program staff, including Advocates;
13. With guidance from the Program Director, facilitates positive working relationship between departmental staff, other Tribal programs, and local agencies;
14. Ensures that client case records are in compliance with appropriate standards and practices as identified by Program Director;
15. May assist in grant compliance, including tracking data, tracking evaluation metrics and writing narrative reports;
16. Maintains and ensures extreme confidentiality regarding client issues;
17. Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This position does not provide direct supervision but it does work respectfully and collaboratively with program staff, especially Advocates, to oversee case staffing and services provided and offered to clients.

### **QUALIFICATIONS AND REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and/or Experience**

BA in Psychology, Social Work or a related field, from an accredited four-year college or university, is required; and at least three years related experience and/or training; and at least five years experience working in the Native American community under Indian Child Welfare system; or equivalent combination of education and experience.

Current Washington State Agency Affiliation Counselor or higher. May apply for Affiliation within 7 days. Receipt must be within 2 months.

#### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **Licenses or Certificates**

- Current First Aid and CPR certification and HIV/AIDS training certificate.
- Must pass Washington State DSHS criminal history and CPS background inquiry every two years unless otherwise indicated..
- Must have valid Washington State driver's license and proof of insurance.
- Willing to attend training for professional development.

### **Other Skills And Abilities**

- Knowledge of legal requirements of Puyallup Tribal Court- Children's Code, and U.S. Federal Indian Child Welfare Act of 1978.
- Knowledge of Native American family dynamics.
- Must pass tuberculosis test.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to operate a typewriter, personal computer, multi-line telephone, calculator, facsimile and photocopier.
- Requires the ability to read, write, communicate, and interpret information accurately in English.
- Requires the ability to concentrate and consistently produce accurate work.
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear
- The employee is frequently required to sit; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee is occasionally required to stand; walk; taste or smell and reach with hands and arms.
- The employee must frequently lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is low to moderate.
- The physical exertion is low to moderate.
- Work is performed in an office setting.
- There are frequent employee contacts and interruptions during the day.
- Position may be stressful at times due to the sensitive or confidential issues being addressed.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

### *INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW*

#### **HOW TO APPLY:**

*Submit application and resume postmarked by the closing date to:*

Human Resource Department  
Puyallup Tribe of Indians  
3009 East Portland Avenue  
Tacoma, WA 98404

Ph.#: (253)573-7863

Fax#:

(253)573-7963

Email: [jobs@puyalluptribe.com](mailto:jobs@puyalluptribe.com)

*Note: Applications & copies of job announcements available at Rm. # 156  
or online at [www.puyallup-tribe.com](http://www.puyallup-tribe.com)*