

PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7312

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking applications for the following position:

OPENING DATE: October 3, 2023

CLOSING DATE: October 17, 2023

MAT-PDOA COUNSELOR

JOB STATUS:

MAT-PDOA COUNSELOR
Career Field: Medical
Pay Range: \$27.07– \$38.54 per hr.
Category: A-15
Status/Term: Exempt, Full-time

LOCATION:

Penobscot Nation
Health Department
Classification: Full-time, Regular
12 Wabanaki Way
Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED: Master's degree in Addiction Studies, counseling or psychology required. Minimum of 2 years of clinical experience in the field of substance abuse and family counseling required. Candidate must undergo a character investigation, including a criminal background check as required by P.L. 101-630. Must successfully pass pre-employment screenings as stated in the Penobscot Nation Policies and Procedures. Indian Preference will be adhered to in accordance with Penobscot Nation’s personnel Policies and Procedures.

HOW TO APPLY:

- Apply online at penobscotnation.org/departments/human-resources.
 - Submit completed applications and resume along with certifications to Human.Resources@penobscotnation.org
- For further information, call 817-7312 or email at Human.Resources@penobscotnation.org

JOB DESCRIPTION

Position Title: MAT Counselor

Department: Health Department

Reports To: Behavioral Health Program Coordinator/CCS

Rate of Pay/Category: \$27.07- \$38.54 Medical A-15

Status/Term: Full-time/Exempt

JOB SUMMARY:

The MAT-PDOA Counselor will function as the primary substance abuse/mental health professional on the Penobscot Nation Health Department Medication-Assisted Treatment team. The incumbent will provide counseling services and coordinate administrative needs related to service delivery.

ESSENTIAL DUTIES/RESPONSIBILITIES:

Develop client treatment plans and case records. Crisis intervention counseling as needed. Act as the liaison between the program and outside service agencies when required. Collaborate with billing staff to maximize third-party reimbursements for counseling services. Advocate on a local, state, and regional level for substance abuse, counseling, and prevention services. Coordinate and/or provide for in-service training and professional development activities to support program delivery. Provide for the maintenance of standards required for State of Maine Substance Abuse, mental health program licensure and or co-occurring licensure. Provide direct counseling to individuals, families, and groups. Insure that all client records meet the standards of compliance for licensing. Provide referrals to clients as needed consistent with the approved priority system. Collaborate with other staff on substance abuse and mental health issues regarding community education activities. Fulfill administrative reporting requirements.

KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS: (i.e., education required/preferred, skills required/preferred, years of experience required/preferred)

Master's degree in Addiction Studies, counseling or psychology required. Minimum of 2 years of clinical experience in the field of substance abuse and family counseling required. Candidate must undergo a character investigation, including a criminal background check as required by P.L. 101-630. Must successfully pass pre-employment screenings as stated in the Penobscot Nation Policies and Procedures. Indian Preference will be adhered to in accordance with Penobscot Nation's personnel Policies and Procedures.

LICENSES/CERTIFICATES/REGISTRATIONS: (i.e., driver's license, professional licensing/certification)

Licensed Alcohol and Drug Counselor (LADC) or Certified Alcohol and Drug Counselor (CADC) required

AND

Licensed Clinical Professional Counselor (LCPC) or Licensed Clinical Social Worker (LCSW) preferred

PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS: (i.e., physical requirements of position, job environment/conditions)

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to stand, walk, kneel, bend, crouch, run, reach overhead, grasp, push, and pull, use hands to finger, handle, or operate objects, controls, or equipment. The employee must be able to work at a computer terminal for extended periods of time. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Although work is performed most frequently in a normal office setting, some work may occur in an outdoor setting. Some exposure to childhood and other diseases may occur. The employee may be required to work outside normal workdays and office hours to meet operational deadlines and may be required to work in emergency situations.

Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request