

CRYSTAL CREEK LODGE TREATMENT CENTER (CCLTC)	Reference: CCL-HR
POSITION: Addiction Counselor Licensure Candidate (ACLC)	
DEPARTMENT: Human Resources (HR)	Effective:
APPROVED BY: Blackfeet Tribal Health Department	Revised:

Continued:

- Licensee must have obtained a candidate credential in Addiction counseling as approved by the Montana Board of Behavioral Health.
- Licensee must be in good standing and current with their license under the Board of Behavioral Health.
- Must have a general understanding or knowledge of substance use disorders.
- Must understand and apply concepts from the American Society of Addiction Medicine (ASAM) in practice.
- Must be familiar with the Administrative Rules of Montana (ARM) and Montana Codes Annotated in Title 37, Chapter 35: 37.25.202.
- Assists in planning and promoting substance use intervention/prevention-related events for the community.
- Assumes responsibility for monitoring personal continuing education hours needed annually;
- Attends pertinent meetings and workshops to enrich personal knowledge, growth, and management skills to function as an addiction counselor.
- Maintains client confidentiality per 42 CFR, Part 2, and HIPAA regulations.
- Works at maintaining a good rapport and a cooperative working relationship with CCLTC staff and external stakeholders.
- Communicates and demonstrate the organization's mission, ethics, and goals.
- Reports to work on time and as scheduled per Blackfeet Tribal Policy and Procedures (Chapter 7) and of CCLTC; Completes assigned duties promptly
- Performs miscellaneous job-related duties as assigned, such as on-call counselor to include weekends or holidays.
- Physical demands of the position include vision, hearing, and repetitive movement. Must be able to lift more than 25 lbs. or more.
- CPR and First Aid Certified must be done every two years or as required per program. Must be obtained in the first year of employment.
- Sobriety must be maintained during the entirety of employment at Crystal Creek Lodge
- Must have a valid Montana driver's license, as the program may direct traveling assignments
- ACLC must provide documentation to identify a supervisor to oversee their professional license under 24.219.421 'Supervisor Qualifications' and 24.219.422 'General Supervision and Record keeping requirements.'
- Facilitate individual, family, and group counseling as well as educational groups and lectures.

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- Participate in the admission process: initial assessments, treatment planning, and all aspects of coordination of care
- Responsible for treatment, case management, collateral contacts, and treatment planning for assigned caseload
- Maintain awareness, understanding, and compliance with all policies and procedures, memos, emergent issues/needs, etc. (they must read emails, know policies, etc.)
- Participate in multidisciplinary meetings and clinical client staffing. Prepare and present accurate clinical case presentations as necessary.
- Participate in the quality improvement committee and assist in repairing errors promptly
- Assist in client case coverage in the event of staff shortage. This includes completing any documentation that is required during the time of coverage.

Reviewed with supervisor: _____ Date: _____

Evaluation under this position description due:

90-day probationary review _____ **Annual review** _____

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____