



Elbowoods Memorial Health Care Centers

1058 College Drive
New Town, ND 58763-4400
(701) 627-4750
Fax: (701) 627-2809

EXEMPT X
NON-EXEMPT

POSITION DESCRIPTION

POSITION: Behavioral Health Counselor
RESPONSIBLE TO: Behavioral Health Director
SALARY: Starting salary will be determined by funding, experience, and training level.
CLASSIFICATION: Non-Management, Regular, Full-time
LOCATION: Elbowoods Memorial Health Center
1058 College Drive
New Town, ND 58763-0400

POSITION SUMMARY: (position includes but is not limited to the following):

- 1) Position serves primarily as Counselor for the Behavioral Health program at the Elbowoods Memorial Health Center systems.
 - a) **Job Summary (position includes, but is not limited to the following):**
 - i) Conduct comprehensive assessments for mental health and/or substance abuse treatment.
 - ii) Provide individual and group counseling for clients with co-occurring disorder.
 - iii) Develop relationships with representatives in other agencies to support individuals in attaining services such as housing, additional mental health care, psychiatric medication, medical resources, financial assistance, legal advocacy, etc.
 - iv) Participate in daily debrief sessions, weekly supervision, department, agency wide and other meetings, training and development opportunities as determined appropriate by supervisor.
 - v) Develop an individualized treatment plan with measurable goals and objectives.
 - vi) Counsel clients and patients, individually and in group sessions, to assist in overcoming dependencies, adjusting to life, and making changes.
 - vii) Coordinate, prepare and maintain required charting and documentation in a timely and thorough manner through the electronic health record.
 - viii) Act as patient advocate in order to coordinate required services or to resolve emergency problems in crisis situations.

- ix) Plan, organize and lead structured programs of counseling, work, study, recreation and social activities for clients.
 - x) Ability to work within the broad framework of policies and procedures prescribed by the North Dakota State Health Board, Federal Government and the Three Affiliated Tribes.
 - xi) Ability to work an extended day/flexible shift to accommodate evening programming as necessary.
 - xii) Performs other duties as required.
- 2) Represents EMHC in a highly professional manner.
 - 3) Establishes positive communications with all departments of EMHC to assure stable operations.
 - 4) Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation.
 - 5) Maintain required reporting as assigned.
 - 6) Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary.
 - 7) Actively strives to educate the community on the mission, vision and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs.
 - 8) Adheres to the Mission, Vision, and Values of the Elbowoods Memorial Health Centers.

QUALIFICATIONS, EXPERIENCE, EDUCATION

- Masters Degree in Counseling, from an accredited College or University, **REQUIRED.** *Must submit copy of degree or transcripts with application.*
- Up to two years completed pre and post Masters clinical work. **REQUIRED.** *Must submit a letter from a licensed or certified Mental Health professional with application.*
- Possession of a state-developed or national licensure or certificate. *Must submit copy of licensure or certificate with application.*
- Computer knowledge and proficiency, **REQUIRED.**
- Possession of a current, valid North Dakota State Driver's License, reliable transportation, and telephone, **REQUIRED.**
- Must submit and clear Criminal Records Background Check.
- Must submit to an Alcohol/Drug Screen and random testing as per policy.
- Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*
- Veterans Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

PHYSICAL DEMANDS/WORK CONDITIONS

The work requires regular and recurrent standing to perform tasks, walking between the different sections of the facilities, and reaching and bending to obtain supplies and operate systems.

WORKING CONDITIONS:

- Work requires standing, stooping, bending, kneeling, climbing, and working in tiring and uncomfortable positions. Frequently involves lifting and carrying parts and equipment that weigh up to and may exceed forty pounds. Work is sometimes performed on ladders or scaffolds. Work is performed inside and outside in all kinds of weather and is usually dirty, dusty and greasy. Extensive walking is required since interaction between all disciplines within the healthcare operations and management is required.
- Travel may be required to accomplish facility goals.
- Work is performed in an office environment with varying conditions of noise level, temperature, and illumination.
- Requires prolonged sitting.
- Occasionally lifts up to 50 pounds of material.
- Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
- Work situations may be stressful and require irregular hours.
- Travel required.
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES POSITIONS.

APPLICATION PROCEDURE

Submit a Three Affiliated Tribes; ***Application for employment*** with all requirements and supporting documentation to:

**Three Affiliated Tribes
ATTN: Human Resources
404 Frontage Road
New Town, ND 58763**

Please Note: If requirements are not met, i.e. submissions of a resume in lieu of a Three Affiliated Tribes application, or not including a required certification or document, your application will not be reviewed and will be disqualified.

Indian Preference Will Apply: In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Indian Preference”.

Veterans Preference Will Apply: In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Veteran Preference”.

WE DO NOT ACCEPT FAXED, SCANNED, OR COPIES OF APPLICATIONS.