



## URBAN INDIAN CENTER OF SALT LAKE

120 West 1300 South  
Salt Lake City, Utah 84115  
Phone: (801) 486-4877  
Fax: (801) 486-9943  
www.uicsl.org

### POSITION DESCRIPTION: SUBSTANCE USE DISORDER COUNSELOR

Department:	CLINICAL SERVICES	Supervisor:	Behavioral Health Director
Job Code:	DCS-022	Classification:	FT, Exempt
Wage Scale:	NE-08 (\$25.30-34.48)/HOUR	Effective Date:	09/16//2024
Hours/week:	40+	Revised Date:	

### PROGRAM PURPOSE

*The Urban Indian Center of Salt Lake (UICSL) is dedicated to our Mission of SERVING THE PEOPLE BY HONORING NATIVE CULTURES, STRENGTHENING HEALTH & WELLNESS PROGRAMS, & CULTIVATING COMMUNITY.*

### UNIFORM PERFORMANCE EXPECTATIONS

In performance of their respective responsibilities, all employees of the UICSL and our affiliates must rise to a minimum the level of expectations in which they:

- Fully uphold all principles of confidentiality and patient/client care.
- Adhere to the Standards of Conduct for UICSL, and all professional and ethical standards for the healthcare industry and/or their respective area(s) of expertise.
- Interact in an honest, trustworthy, and dependable manner with patients/clients and co-workers.
- Possess and utilize a strong sense of cultural awareness and interpersonal respect.
- Maintain a current insurable driver's license in the State of Utah.
- Strive to learn and serve in compliance with federal regulations and UICSL policies and procedures, and to seek solutions for issues or problems they encounter in alignment with those resources.

### POSITION SUMMARY

Reporting to the Division of Behavioral Health Services Director, the Substance Use Disorder Counselor (Counselor) works as direct services provider. They are responsible for individual sessions, life skills, culturally based recovery and/or psychoeducation group sessions for substance use disorder (SUD) treatment clients within their scope of practice. The counselor will counsel and support SUD program clients from drug or alcohol dependency, educate families on best practices to support the recovery process, and perform other duties assigned by the Clinical Director. SUDC will provide culturally appropriate substance use disorder (SUD) counseling services. for Urban American Indians/Alaska Natives (AI/AN) adults and their family members.



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### **ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES**

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- Administers standardized screenings to individuals seeking substance use disorder treatment.
- Works with SUD clients to make progress or modify client treatment plans under the direct supervision of trained and licensed therapists.
- Facilitates addiction-related groups.
- Develops and teaches life-skills classes.
- Provides clients and their families with education and information about substance abuse, treatment, and recovery.
- Documents client treatment accomplishments and challenges
- Facilitates individual, family, group and psychoeducation groups for program participants, family and community members.
- Monitors patient care; provides in-house and community referrals when appropriate.
- Consults with UICSL clinical personnel, cultural specialist, and health professionals regarding patient care.
- Provides substance use disorder (SUD) services to clients as part of a comprehensive treatment plan.
- Collaborates with clients in treatment planning, discharge planning and crisis and/or relapse prevention.
- Monitors client care through case management principles. Ensures all phases of case management are followed through as necessary, including, but not limited to: direct referral, urinalysis referral and results, counseling and case management documentation, collaboration, consultation & professional correspondence.
- Provides case management services for court mandated clients, including timely correspondence and communications with referring agencies and court personnel.
- Establishes/maintains positive working relationships with referring/collaborating agencies.
- Maintains accurate and timely clinical documents/records confidential, while complying with professional standards including program, accreditation, agency, state, and federal funding requirements.
- Participates in all required staff meetings including clinical team staffing.
- Participates in program development, when necessary and appropriate.
- Participates in weekly clinical supervision, if required for professional license.
- Maintains professional ethical relationships with clients, staff, and general population in accordance with scope of licensure and professional code of conduct. Maintain confidentiality in accordance with CFR 42 Part 2, HIPAA, and Privacy Act.
- Performs other duties as assigned and agreed with the Behavioral Health Director or Director of Clinical Services.



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### MINIMUM QUALIFICATIONS

<b>Education:</b> <input type="checkbox"/>	A. Bachelor's degree; in a social science
<b>Experience:</b> <input type="checkbox"/>	B. A minimum of 1 year of work experience in the Recovery Support field; Knowledge of substance abuse and co-occurring disorders.
<b>Certifications/Licensure:</b> <input type="checkbox"/>	C. Utah State License as a Substance Use Disorder Counselor
	No unresolved disciplinary actions, citations or restrictions
<b>Other:</b> <input type="checkbox"/>	Personal characteristics of maturity and professionalism with a sincere desire to work with recovering individuals.

### PREFERRED QUALIFICATIONS

<b>Education:</b> <input type="checkbox"/>	
<b>Experience:</b> <input type="checkbox"/>	2-5 years providing recovery support Experience working with American Indian clients
<b>Certification/Licensure:</b> <input type="checkbox"/>	
<b>Other:</b> <input type="checkbox"/>	Experience integrating cultural and spiritual values and practices into evidenced-based treatment

### KNOWLEDGE, COMPETENCIES, AND CHARACTERISTICS (KCC)

<input type="checkbox"/>	Evidence of competency with common office software (e.g. Microsoft Word/Excel, internet programs)
<input type="checkbox"/>	Evidence of competent verbal and written communication skills appropriate to the position
<input type="checkbox"/>	Evidence of competency with organization, time management and prioritization behaviors
<input type="checkbox"/>	Evidence of competency in problem-solving and critical thinking
<input type="checkbox"/>	Demonstrates a positive attitude of service
<input type="checkbox"/>	Demonstrates dependability, reliability, and a willingness to accept responsibility
<input type="checkbox"/>	Demonstrates capacity to learn and adapt to potentially rapidly changing situations
<input type="checkbox"/>	Demonstrates characteristics to develop job skills in people, lead team and/or function as part of a team
<input type="checkbox"/>	Demonstrates capacities for being assertive with a balance of professionalism and emotional intelligence



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### **WORK ENVIRONMENT**

The work environment at UICSL involves normal office conditions and noise levels that can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility.

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### **PHYSICAL DEMANDS**

While performing the duties of this job, an employee may frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. An employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors, and staff.

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### **MENTAL DEMANDS**

Workloads in this position are dynamic and range from an awareness of technical details, to engaging broad strategic ideas and discussions. The incumbent in this position will often work alone but must also be prepared to handle employee issues as required. This position will require the ability to multi-task and handle stressful situations that impact the UICSL on an organizational level, so the incumbent needs to demonstrate a high level of emotional balance. Group presentation and education tasks are common, and there are numerous applicable standards and deadlines associated with this position.

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**Disclaimer:** The information in this document is designed to portray the general nature and level of work performance expected by employees in this position. It is not intended to be a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other related and reasonable duties as needed by their direct supervisor.



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**Indian Preference Statement:** *As a federal contractor and in compliance with Sub-Chapter II, Chapter 14, Title 25 of the United States Code, the Act of April 16, 1934 (48 Stat. 596), as amended; and Section 7(b) of the Indian Self-Determination and Education Assistance Act, Pub. L. 93-638, 88 Stat. 2205, 25 U.S.C. 450e(b), UICSL gives preference in employment opportunities to American Indians/Alaska Natives (AI/AN) who can perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations). UICSL also extends preference to AI/AN organizations and AI/AN-owned economic enterprises in the awarding of any subcontracts engaged under our funding agreement(s).*

*To the extent feasible and consistent with effective performance as a federal contractor, UICSL may give preference in employment and training opportunities to AI/ANs who are NOT fully qualified to perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations); and UICSL may provide reasonable opportunities for training including on-the-job, classroom, or apprenticeship training designed to increase the vocational effectiveness of AI/AN employees.*

*When UICSL is unable to fill our employment and subcontracting opportunities after giving full consideration and preference to AI/AN candidates, employees and/or subcontractors, UICSL will satisfy our needs by selecting non-AI/AN candidates and subcontractors in accordance with equal employment opportunity and affirmative action statutes mandating that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. (48 CFR §52.222-26).*

<b>REVIEWED BY HUMAN RESOURCES:</b>		<b>APPROVED BY EXECUTIVE DIRECTOR:</b>	
<b>PRESENTED TO BOARD OF DIRECTORS:</b>		<b>NEXT REVIEW DATE:</b>	



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**EMPLOYEE ACKNOWLEDGEMENT**

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I have reviewed and been provided the content of the **Substance Use Disorder Counselor** position description.

My signature on this document certifies that I can perform the essential functions of this position as outlined in this description, with or without reasonable accommodation. A signed copy of this document will be maintained in my Personnel file for reference.

Describe any accommodations required to perform these functions:

**Employee Name (Print)**

**Employee Signature:**

**Date:**