

# PYRAMID LAKE PAIUTE TRIBE

[www.plpthumanresources.org](http://www.plpthumanresources.org)

## JOB ANNOUNCEMENT

### **SUMUNUMU MANAGER**

Sumunumu, Fernley, NV

\$51,043.20 - \$53,622.40 per Annum; Full-time, Exempt

Class Code 508, Grade 20, Step 1-3 DOE

**Date Posted: 09/26/2019**

**Date Closed: OUF**

**DEFINITION:** Responsible for the overall development and administration of the Substance Abuse Treatment Program. This program shall contain components of assessment, counseling, case management, treatment, and referral of individuals and families with substance related problems. The Director will work in conjunction with the substance abuse staff in planning, funding, monitoring, coordinating, and promoting the development of a community and culturally based alcohol and drug abuse prevention, intervention, and aftercare service for youth and adults.

**DUTIES AND RESPONSIBILITIES:** Provide culturally competent clinical substance counseling services, including the following: co-occurring disorders, suicide prevention, culturally appropriate services/interventions, and diagnostic evaluations-which include the ability to assess and diagnose using the DSM-IV criteria, along with the ASAM PPC-2r and assessment tools of SASSI, MAST, and DAST.

Maintain confidentiality of records relating to client's treatment adhering to Federal Privacy and Freedom of Information Act.

Manage and monitor caseload and required documentation using computerized record maintenance system (Electronic Health Record – EHR).

Prepare and maintain all required treatment records and reports; including, but not limited to: intake, bio-psychosocial assessment, treatment plan, treatment summaries, and discharge summaries.

Evaluate the effectiveness of community rehabilitation/aftercare services on a semi0annual basis to determine of the community needs are adequately met.

Oversee the Indian Alcohol and Substance Abuse Prevention Grant by meeting grant objectives which include the following: directing Monthly Multi-Disciplinary Task Force (MDTF) meetings, submitting progress reports (on or before the due date), and maintaining budgets.

**DUTIES AND RESPONSIBILITIES (cont.):**

In addition, assist in managing grants related to alcohol and substance abuse and suicide and related programs.

Provide clinical staff supervision for substance abuse counselors, and substance abuse counselor interns.

Ensure documentation of patient records and maintained in keeping with professional standards of practice.

Perform program development activities in the areas of intervention, prevention, and substance abuse treatment for the Pyramid Lake Paiute Tribal members and their families.

Participate in weekly clinical staffing, presenting and discussing case materials, and attendance at other meetings as required.

Participate in and support the data gathering processes and coordination of SAMHSA, CSAT, IHS, and other program evaluations.

Perform other job related duties as assigned.

**MINIMUM QUALIFICATIONS:** Knowledge of: program administration principles and practices in planning, development, implementation and management; substance abuse and mental health issues, as it relates to adolescents and adults; Twelve Step Program of Alcoholics Anonymous; Native American spirituality and culture; basic office skills, and ability to operate a computer and have working knowledge of word processing, database, and spreadsheet software packages; Tribal community setting; respect for Native American communities; Native American cultural wellness practices and the role of traditional healing; legal and ethical issues related to patient rights.

Ability to: provide counseling services and network and coordinate with outside agencies, including: rehabilitation and treatment centers, Indian Health Services, and other substance abuse programs; culturally sensitive in working with Native Americans; and, facilitate group process and implement Level 1 and Level 2 Intensive Out Patient Treatment Programs, D.U.I. education/prevention, anger management, relapse prevention, and other culturally based interventions, which include: 12 Step, Red Road, and Medicine Wheel Teaching for the Pyramid Lake Paiute Tribal Communities.

Must possess good written and oral communication skills and must be reliable, dependable and accountable. Must demonstrate a solid theoretical foundation for treatment of substance use disorders, including the Red Road and 12 Step models

Must favorably pass a character background investigation, and have at least 2 years of sobriety prior to and during employment.

Must be at least 21 years old, and possess a valid Nevada driver's license and be insurable under the Tribe's vehicle insurance policy.

**REQUIRED EDUCATION AND EXPERIENCE:**

Bachelor's Degree from an accredited college or university in a Behavioral Science related field. Master's degree is preferred. A current Certification in Alcohol and Drug Abuse Counseling with Nevada Board of Examiners. A License is preferred. A Nevada State Board of Examiners certification as a Supervisor of Alcohol and Drug Counselor Interns. Must have at least 2 years of experience in the field of substance abuse counseling and prevention.

**TO APPLY:** Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at P.O. Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000/1001, extension 1132/1120/1119.

The Pyramid Lake Paiute Tribe is a drug free work place. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment.

*Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.*