Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

SUBSTANCE USE DISORDER COUNSELOR

Position Description

Opens: November 20, 2026 Closes: December 4, 2026			
Department:	Health & Human Services	**Reports to (title):**	Substance Use Disorder Program Supervisor
Job Code:	E-13	**Job Location:**	Bois Forte Human Services- Nett Lake, Vermilion and Virginia, MN
Pay Range:	Min: $55,224.00 ($26.55) Mid: $69,035.20 ($33.19) Max: $82,846.40 (39.83)	**Supervises:**	None
Hours/week:	40	**Classification:**	Exempt
Type of Position:	Full-Time	**Effective Date:**	09/08/2026
Indian Child Protection Background:	Yes	**Revised Date:**	09/08/2026
Telecommute:	Up to 20%		

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”) and the substance use disorder profession.
- Interact in an honest, trustworthy, and respectful manner with clients, employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Substance Use Disorder Counselor is responsible for maintaining a supportive, therapeutic environment within the client group setting, providing individual and/or group sessions as needed, monitoring the client’s progress, crisis intervention, direct services, follow-up, and supporting the treatment program and plan in the recovery of substance use disorders.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Provide Substance Use treatment plans, treatment reviews of clients, and substituting for other Substance Use Counselors as needed.
2. Perform Comprehensive Assessments and intake documentation as needed.
3. Provide individual and group counseling to substance use clients and coordinates services with the Substance Use team for co-occurring disorder clients.
4. Facilitate changes in clients in an Outpatient setting with regards to their substance use disorder by providing individual counseling sessions, family counseling, and family/community therapeutic activities.
5. Implement and coordinate substance use treatment and counseling programs to meet identified needs for specific patient populations, including primary and secondary needs.

6. Participate in weekly clinical and individual supervision meetings with Supervisor and other Substance Use Counselor(s), completing weekly case reviews with the team; takes part in training and completes monthly reports.
7. Keep abreast of current developments in the field of substance use treatment and share that knowledge with the treatment team.
8. Act as liaison with other community agencies on the client's behalf, including timely reporting and attending meetings.
9. Maintain client records, clinical documentation, and Medicaid standards, submit client billing information in a timely manner, and maintain a comprehensive review of client treatment process.
10. Maintain the accuracy of program specific databases, EPIC, Medicaid Management Information System (MMIS) Drug and Alcohol Abuse Normative Evaluation System (DAANES), and MN-ITS.
11. Provide outpatient substance use services and develop individualized aftercare plans for clients completing treatment, including meetings, group settings and aftercare counseling sessions.
12. Facilitate groups, individual, and aides' clients in building their own support networks.
13. Network with community service providers and coordinates services for clients.
14. Abide by Federal Laws and the Bois Forte Substance Use Program's policies regarding confidentiality.
15. Schedule flexibility is an essential function of this position. Hours may be adjusted, with appropriate notice, when possible, to align staffing resources with patient care needs, service demands, and organizational priorities.
16. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
17. Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	• Two (2) to five (5) years' experience in Substance Use Treatment, Substance Use Disorder Counseling, and/or Social Work. • If chemically dependent, must have at least two years of sobriety.
Education:	• Bachelor's Degree in Counseling, Social Work, Psychology or Behavioral Health Or • Certified at level III through Upper Midwest Indian Council on Addictive Disorders (UMICAD) • Eighteen semester credits (270 clock hours) of specific alcohol and drug counseling course work. • 880-hour alcohol and drug counseling practicum. • Passing score on written comprehensive exam OR Passing score on oral exam.
License/Certification:	• Current licensure by the State of Minnesota, Board of Behavioral Health, and Therapy (BBHT), as an Alcohol & Drug Counselor (LADC)/ADC-T and/ or the Upper Midwest Indian Council on Addictive Disorder (UMICAD) Certified Alcohol and Drug Counselor level III.
Mandatory Knowledge, Skills, Abilities and Other Qualifications:	• Knowledge and understanding of Minnesota Ojibwe people, customs, culture, and traditions. • Professional knowledge of the principles and practices of substance use in performance of such assignments as providing direct clinical services to individuals and families and professional guidance to less experienced employees. • Ability to adequately interview applicants to obtain all information necessary to determine services needed. • Professional knowledge of current medical, non-medical and non-traditional treatment modalities, aftercare and counseling techniques as applied to health problems of acute substance use disorders. • Knowledge and skills of individual therapy and family therapy techniques; and of normal human psychological and physical development. • Interacting with people from common professions and building positive rapport. • Knowledge of resources, mental health, housing, veteran service programs, victim services, social service programs, treatment facilities and other Federal, State and private programs to which a patient can be referred. • Provide Crisis intervention as needed and when requested.

- Ability to communicate well with people of all age groups and skills in acting as a liaison between individuals and treatment centers.
- Knowledge of Alcoholics Anonymous' twelve-step recovery plan.
- Knowledge of the Red Road to Wellbriety.
- Familiarity with Minnesota Chippewa Tribe (MCT) Chemical Dependency Ordinance 19.
- Must be familiar with the Drug and Alcohol Abuse Normative Evaluation System (DAANES).
- Ability to multi-task and have strong organizational and crisis solving skills.
- Must be familiar with the National Government Performance and Results Act (GPRA).
- Ability to use independent judgement regarding priority of work and interventions in emergency situations.
- Ability to work with minimal supervision.
- Knowledge of Data Privacy Act, HIPAA, and Child Protection Services confidentiality requirements.
- Completion of 40 clock hours of continuing education every 2 years, according to licensure
- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available training and help desk.
- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- Ability to perform other duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- None.

WORK ENVIRONMENT

Work environment:	The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment 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, such as potential exposure to hazardous chemicals, sharps, and infectious body fluids.
Physical demands:	The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move over 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
Mental demands:	There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other

federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

Confidentiality:	All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
Background Investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
Drug Screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com/employment to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.