

CHEYENNE RIVER SIOUX TRIBE
WAKPA WASTE COUNSELING SERVICES
SUPPORT SPECIALIST STAFF

DESCRIPTION OF WORK

General Statement of Duties: Support Staff will play a crucial role in providing assistance and guidance to individuals facing various challenges related to mental health, addiction and behavioral issues.

Supervision Received: Works under the immediate supervision of the Behavioral Health Director.

Supervision Exercised: None.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

- Provide mental health & substance abuse support to clients experiencing emotional or behavioral difficulties.
- Utilize motivational interviewing techniques to encourage positive change and personal growth.
- Collaborate with integrated care case managers and other professionals to develop comprehensive care plans.
- Conduct crisis intervention and management strategies to address immediate client needs.
- Offer guidance in addiction counseling, helping clients navigate recovery pathways.
- Engage in mentoring relationships with clients, fostering resilience and coping skills.
- Maintain accurate documentation of client interactions, progress notes, and monitor treatment plans.
- Participate in team meetings and case reviews to discuss client progress and strategies for improvement.
- Provides support transportation for treatment classes, referral to different agencies and or sober-living activities time permitting.
- Maintains records for contingency management of urine analysis (UA), preliminary breath test (PBT) required for treatment compliance.

Adheres to the Professional Code of Ethics, the Privacy Act, the CRST Employee Policies and HIPAA regulations, Indian Health Services, Chapter 18 Substance & Chapter 14 Mental Health, 42 CFR, Procedures.

Operates a government (GSA) owned or leased vehicle.

Utilizes traditional Lakota methods and teachings whenever possible to enhance the values of the culture to residents.

Participates in required computer security awareness, Privacy Act, ISSA training, CPR/First Aid, and all other requirements deemed necessary to fulfill job requirements.

Other job-related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Must have communication skills necessary both verbal and written, for effective client interaction. Ability to build rapport with clients from diverse backgrounds and experiences. Have strong problem-solving skills with the ability to think critically under pressure. Must have working knowledge of Native American culture and traditions; the organization of the reservation communities and Tribal Government. Must have basic knowledge of counseling techniques (family & individuals) for substance abuse. Must be able to establish and maintain effective working relationships with employees, residents, other agencies and the public.

Experience: Must have a minimum of six (6) months of experience in the field or related field.

Education: Must have a High School Diploma or GED. Peer Support Certification obtained within three years of employment.

Special Requirements: A valid driver's license, (please provide a copy of driver's license to application). Must have a direct line of communication.

Must have a minimum of six (6) months of being alcohol and drug free and maintaining a recovery program healthy drug and alcohol-free lifestyle (must provide a statement). Incumbent is subject to CRST Drug and Alcohol Testing Policy, also subject to Tribal/local, Federal, and State background checks in accordance with P.L. 101-630, P.L. 101-647, Resolution No. 86-2013-CR. Subject to CRST Wakpa Waste Counseling Services "Abstinence Clause". Must also sign the Wakpa Waste Counseling Services Abstinence Clause, Confidentiality Agreement Form, and Professional Code of Ethics Agreement Form.

Confidentiality: Confidentiality is very important when working with health issues and problems. It is expected that all matters pertaining to individual problems will be kept confidential. Failure to comply will be cause for immediate dismissal.

This position is strictly prohibited from participating in political activity

Date Created: 03/03/2025