

CHEYENNE RIVER SIOUX TRIBE
EMPLOYMENT SERVICES-HUMAN RESOURCES DEPARTMENT
EMPLOYEE ASSISTANCE PROGRAM
COUNSELOR/TRAINER

DESCRIPTION OF WORK

General Statement of Duties: Performs short-term counseling, referral services and supervisory training to the employees of the Cheyenne River Sioux Tribe.

Supervision Received: Works under the immediate supervision of the CRST Human Resources Director.

Supervision Exercised: None.

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

Serves as the initial point of contact for Tribal employees who are referred to or request counseling.

Provides confidential intake and short-term counseling to Tribal employees in a variety of problem areas relating to or affecting their work performance.

Makes referrals to the appropriate treatment or rehabilitative facility, the Four Bands Healing Center or Tribal Mental Health Program, IHS, or other resource agencies.

Maintains confidential employee files on all matters discussed with employee.

Works with the Human Resource Director to provide all grievance documents needed for Policy Board for review.

Provides training of supervisory skills to Program Director/Supervisors as relates to the Employee Assistance Program and the Drug-free Workplace Act.

Provides employee orientation as pertains to the Employee Assistance Program.

Provides training to employees on the compliance requirements of the Drug-free Workplace Act.

Provides crisis intervention to Tribal Employees as necessary.

Works with all Program directors in a variety of capacities including: employee relations, personnel management, grievances and appeals, employee services, performance evaluations and other personnel related areas.

Keeps a record of counseling and supervisory training activities and informs the Human Resources Director of statistics and program accomplishments.

Other job related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Considerable knowledge of short-term counseling styles and techniques in an occupational setting. Knowledge of treatment and rehabilitative facilities available to employees. Thorough knowledge of community resources. Ability to communicate effectively verbally and in writing. Ability to make sound judgments. Must have at least two years of continuous and constructive sobriety, if a recovering alcoholic. Knowledge, experience and the ability to successfully deliver training and services.

Education: Bachelor's Degree in Human Services, Social Services, Psychology, or a related field.

Experience: Two years experience in social services or human services required. Experience in chemical dependency, occupational counseling, and crisis intervention preferred.

Special Requirements: Must be able to pass Tribal, Federal, and State criminal background checks in accordance with P.L. 101-647 and P.L. 101-630 and Resolution No. 86-2013. This position is subject to mandatory drug and alcohol testing in accordance with the Cheyenne River Sioux Tribe Workplace Drug and Alcohol Testing Policy. Must model a healthy lifestyle. Knowledge of Lakota culture required. Must be willing to take training to develop skills pertinent to this position.

Confidentiality: Confidentiality is very important when working in the employee assistance field. It is expected that all matters pertaining to individual problems and/or workplace issues will be kept confidential. This also pertains to all personnel issues.

Revised: 03.24.2015