

Burns Paiute Tribe

Alcohol & Drug Counselor

Job Title:	Alcohol & Drug Counselor, sober living navigator
Department:	Social Services
Reports to:	Family Services Manager
FLSA Status:	Full Time, Non-Exempt
Opens:	January, 23, 2026
Closes:	Until filled
Salary:	GS 7/ DOE

POSITION SUMMARY

This position requires being a Certified Alcohol Drug Counselor - Registered (CADC-1) They are to be knowledgeable in the prevention framework and strategies. This position also requires teamwork and collaboration with the Tribal programs, Tribal community, and Local community to develop and execute alcohol and drug programs. This position will also be responsible for the operation of the sober living program. To coordinate peer support specialists, provide training and develop activities and case management for clients.

DUTIES and RESPONSIBILITIES

- Complete assessments, capacity building, planning and evaluation for clients.
- Utilizing prevention framework, provide education, information, and research-based prevention presentations to the community.
- Utilize alcohol and drug evidenced based curriculums to teach A/D groups for adults and youth.
- Collaborate with Tribal Programs and other community partners to offer outreach activities, training etc. and ensure we are offering cultural specific and or tribal best practices to clients.
- Implement and manage projects including evaluation, monitoring budgets, and maintaining reporting requirements under the A/D program.
- Document services in useful ways both to the care provider and to the management for quality improvement services, complete all reports, data collection, evaluation and forms required for ongoing grant allocations.
- Track and monitor client data.
- Travel and/or zoom meetings as required for grant orientation and regional training.
- Develop comprehensive, client centered care plans that support the culture of the community.
- Deliver person centered care by developing protocol and relationships with clients and service providers. Independently analyze and resolve problems.
- Utilize Tribal newsletter and social media to communicate progress to community
- Work with family services manager to develop programming for the sober living program
- Provide navigation services to clients to help them meet goals and objectives. Develop a healing and self-sufficiency plan for clients and meet regularly with them to ensure goals are being met.

- Be a part of a team to resolve any issues with clients in sober living
- Provide supervision to peer support specialists.

QUALIFICATION REQUIREMENT:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

EDUCATION AND EXPERIENCE:

Minimum of a CACD1 certification with one year of relevant experience in alcohol and drug prevention work preferred or any satisfactory combination of education, experience and training which demonstrates the knowledge abilities and skills listed below. Knowledge of the principles of substance abuse and substance abuse prevention, coalition building, planning, community development, systems development, program evaluation and community organization. Must have knowledge about peer support specialists and work to train peer support specialists. The sober living program is new and must work to continue to develop and adapt policy and procedure for the program as well as ongoing supervision of daily programming.

Must be a team player working within the Social Services and other tribal programs to collaborate and offer access to cultural activities and tribal best practices. Conduct literature and resource reviews to identify evidence-based programs, procedures and best practices including Tribal Best Practices. Training as required by Family Services Manager. Other job duties as assigned.

REQUIRED QUALIFICATIONS AND EDUCATION

Be proficient in skills relating to community partnering, facilitation, convening, network building, resource development, managing performance measurement systems, leadership, public speaking skills and the ability to communicate verbally and in writing with a wide variety of people. Gathering, assembling, analyzing, and disbursing data for system planning and development.

INDIAN PREFERENCE

Indian preference will be given to candidates showing proof of enrollment in a federally recognized tribe. In the absence of Indian applications meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

Successful Candidate must:

- Submit to, and pass a drug test
- Agree to a criminal background check
- Be insurable to operate tribal vehicles (3-year clean driving record)
- Sign confidentiality clause

Return completed Burns Paiute Indian Tribal Application, cover letter, transcripts, and resume to:

Human Resources

100 Pasigo St

Burns, OR 97720

Fax: 541-573-2323

Email: HR@burnspaiute-nsn.gov

Job Application: [BPT Application](#)