

# Burns Paiute Tribe

## Certified Alcohol & Drug Counselor (CADC-I)

<b>Job Title:</b>	Certified Alcohol & Drug Counselor
<b>Department:</b>	Social Services
<b>Reports to:</b>	Family Services Manager
<b>FLSA Status:</b>	Full Time Non-exempt
<b>Opens:</b>	September 29, 2025
<b>Closes:</b>	Until Filled
<b>Salary:</b>	GS 6/ DOE

**Hiring Bonus: Up to \$2,500 based on experience- paid in two installments at 90-day review and the remaining balance at the 180-day review!**

### POSITION SUMMARY

The Certified Alcohol & Drug Counselor I (CADC-I) is responsible for delivering culturally responsive prevention, treatment, and recovery services for individuals and families. This position requires knowledge of prevention frameworks, evidence-based strategies, and best practices in substance use disorder treatment. The CADC-I will work collaboratively with Tribal programs, the Tribal community, and local partners to develop, coordinate, and implement alcohol and drug services that reflect Tribal best practices and community needs.

### DUTIES and RESPONSIBILITIES

- Conduct client assessments, care planning, and evaluation.
- Provide prevention education, outreach, and research-based presentations using established prevention frameworks.
- Facilitate alcohol and drug groups for adults and youth using evidence-based curricula.
- Collaborate with Tribal programs and local partners to ensure services include cultural and Tribal best practices.
- Assist with program development, including planning, implementation, monitoring budgets, and fulfilling grant reporting requirements.
- Maintain timely, accurate documentation of all services, including case notes, reports, and data collection for evaluation and compliance.
- Track and monitor client data to support accountability and program improvement.
- Attend required training, orientations, and regional meetings (in-person or virtual).

- Provide person-centered and culturally grounded care, developing supportive relationships with clients and service providers.
- Contribute articles, updates, or educational materials to Tribal newsletters and/or social media platforms to promote awareness.
- Conduct literature and resource reviews to identify evidence-based and Tribal best practices.
- Perform other duties as assigned by the Family Services Manager.

#### **EDUCATION AND EXPERIENCE:**

- Minimum: CADC-I certification (active and good standing with MHACBO).
- At least one (1) year of relevant experience in alcohol and drug prevention or treatment is preferred.
- Equivalent combinations of education, training, and experience will be considered.
- Knowledge of:
  - Substance use treatment and prevention principles.
  - Prevention frameworks, coalition building, and community development.
  - Program evaluation, systems development, and reporting requirements.
  - MHACBO Code of Ethics, Oregon Administrative Rules (OARs), and applicable state/federal regulations.

#### **REQUIRED Knowledge, Skills, & Abilities**

- Demonstrated knowledge of MHACBO ethical standards, OAR, and HIPAA compliance, and adherence to state and federal regulations related to substance use disorder services.
- Strong teamwork and collaboration skills, with the ability to work across Tribal programs and community organizations.
- Proficiency in community engagement, facilitation, convening, and network building.
- Ability to gather, analyze, and report data for system planning, program evaluation, and continuous improvement.
- Excellent public speaking and group facilitation skills.
- Effective verbal and written communication with diverse groups of people.
- Ability to independently analyze and resolve problems while maintaining a client-centered approach.
- Commitment to incorporating Tribal best practices and cultural activities into prevention and recovery programming.

## **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](mailto:HR@burnspaiute-nsn.gov)