

Burns Paiute Tribe
Certified Alcohol & Drug Counselor (CADC-1)

Job Title: Certified Alcohol & Drug Counselor, Sober Living Coordinator
Department: Social Services Department
Reports to: Family Services Manager
FLSA Status: Full Time -Non Exempt
Opens: January 23, 2026
Closes: Until Filled
Salary: GS 9/DOE

POSITION SUMMARY

The Certified Alcohol & Drug Counselor is responsible for providing culturally responsive prevention, treatment, and recovery services within the Tribal community and surrounding area. This position requires knowledge of prevention frameworks, evidence-based strategies, and best practices in substance use treatment. The Counselor will collaborate with Tribal programs, the Tribal community, and local partners to develop and implement alcohol and drug programs.

In addition to providing direct client care, the counselor will oversee the operations of the sober living program, ensuring high-quality, culturally sensitive, and client-centered services. This includes managing daily operations, supervising Peer Support Specialists, providing training, delivering case management, and leading recovery-focused activities. The role also requires maintaining compliance with grant requirements, program reporting, budgeting, and overall organizational objectives.

DUTIES and RESPONSIBILITIES

- Conduct assessments, capacity building, planning, and evaluation for clients.
- Provide prevention education, information, and evidence-based presentations to the community using established prevention frameworks.
- Facilitate alcohol and drug groups for adults and youth using evidence-based curricula.
- Collaborate with Tribal programs and community partners to design outreach activities and ensure services integrate cultural and/or Tribal best practices.
- Implement and manage program projects, including monitoring budgets, program evaluation, and compliance with grant reporting requirements.
- Maintain accurate documentation of services, ensuring data collection, reporting, and quality improvement measures are met for ongoing grant allocations.
- Track and monitor client data to support individualized care and program accountability.
- Attend and participate in required training, orientations, and regional meetings (in-person or virtual).
- Develop comprehensive, client-centered care plans that reflect Tribal culture and values.

- Deliver person-centered care by establishing supportive protocols and collaborative relationships with clients and service providers.
- Utilize Tribal newsletters and social media to communicate program updates and outcomes to the community.
- Partner with the Family Services Manager to develop programming for the sober living program.
- Provide client navigation services, including development of individualized healing and self-sufficiency plans, and meet regularly with clients to track progress toward goals.
- Participate as part of a team in addressing and resolving issues that arise within the sober living program.
- Provide direct supervision, training, and support to peer support specialists.
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE:

- Minimum: Certified Alcohol and Drug Counselor I (CADC-I) certification.
- 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 if they demonstrate the required knowledge, skills, and abilities.
- Knowledge of:
 - MHACBO Code of Ethics, Oregon Administrative Rules (OARs), HIPPA Compliance, and applicable state/federal regulations governing alcohol and drug counseling and recovery services.
 - Principles of substance use treatment and prevention.
 - Coalition building, planning, and community development.
 - Program evaluation, systems development, and community organization.
 - Peer support services and training practices.
- Experience developing policies, procedures, and programming for sober living or recovery housing preferred.

REQUIRED Knowledge, Skills, & Abilities

- 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.
- Strong leadership, supervisory, and training skills, particularly in guiding peer support specialists.
- 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.
- Demonstrated knowledge of MHACBO ethical standards, OAR compliance, and adherence to state and federal regulations related to substance use disorder services.

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](#)