



American Indian Health and Family Services  
Of Southeastern Michigan, Inc.

Minobinmaadziwin "A Good Life"

## Employment Opportunity Certified Addictions Counselor

**Department:** Emotional and Spiritual Wellness

**Reports to:** Director of Behavioral Health and Recovery

**FSLA Status:** Full-time, non-exempt

**Salary Level:** Based on education/experience; medical benefits, generous personal leave and vacation package

**Organization Overview:** American Indian Health and Family Services of Southeastern Michigan – "Minobinmaadziwin" (AIHFS) is a non-profit, urban Indian health center. AIHFS provides quality, culturally appropriate, ambulatory health care, as well as comprehensive treatment, management and prevention services for diabetes and other chronic conditions. In addition to integrative behavioral health and outpatient recovery services, AIHFS also provides youth and families with health education and prevention services rooted in traditional, cultural healing principles and integrated in evidence-based practice.

AIHFS receives funding from Indian Health Services and the U.S. Department of Health and Human Services. However, AIHFS relies greatly on third-party revenue and private donations to provide much-needed services to the community. AIHFS is an intimate, yet highly professional facility that is committed to a participatory style of management in order to provide innovative, high-quality services.

If you are self-directed, creative and aspire to the highest standard of professional integrity, a career with AIHFS is for you. AIHFS is dedicated to nurturing a career lifestyle that upholds professional development rather than job duties. We honor and stand for upholding the dignity and personal development of staff as well as those we serve.

**Position Summary:** The Certified Addictions Counselor (CAC) counsels individuals, families and groups affected by alcohol, tobacco, drug and other problems. The ideal candidate will be able to demonstrate either prior work experience with the Native American/Alaskan Native community and other underserved populations or a solid understanding of approaches to ensure counseling success with these special populations.

### **Essential Duties and Responsibilities:**

- Performs intakes, evaluations, designs treatment plans, provides individual counseling, group counseling and support to clients and their families during all stages of recovery.

- Responsible for maintaining appropriate clinical documentation and compliance with record keeping standards. This includes current treatment plans for each client on caseload, records and reports regarding client histories and progress, services provided and other required information.
- Provides direct clinical service to clients as indicated by treatment plan.
- Reviews and evaluates client's progress in relation to measurable goals described in treatment plans, modifying treatment plans to comply with changes in client status.
- Provides clients or family members with information about addiction issues and about available services and programs, making appropriate referrals when necessary.
- Coordinates counseling efforts with mental health professionals and other health professionals such as doctors, nurses and social workers.
- Counsels family members to assist them in understanding, dealing with and supporting clients.
- Participates in case conferences and staff meetings.
- Instructs others in program methods, procedures and functions.
- Follows progress of discharged patients in order to determine effectiveness of treatment.
- Attends training sessions in order to increase knowledge and skills.
- Ensures that all certification and licensing requirements are kept active and up to date.
- Performs other duties as assigned.

**Education/Qualifications:** Bachelor's Degree in Social Work, Psychology, Sociology or related field or five years experience as a Certified Addictions Counselor. One of the following certifications for addiction treatment professionals: the Certified Alcohol and Drug Counselor (CADC); Certified Alcohol and Drug Counselor-Michigan (CADC-M); Certified Advanced Alcohol and Drug Counselor-Michigan (CAADC); or any of the following alternative certifications: American Society of Addiction Medicine (ASAM); American Psychological Association (APA) specialty in addiction; Upper Midwest Indian Counsel on Addiction Disorders (UMICAD, CADC-II, CADC-III); or, a candidate with requisite experience who is timely in his/her registered development plan toward certification.

**How to apply:** Send cover letter (include the position you are applying for, a summary of your skills and qualifications for position), minimum salary requirement, resume and a list of three professional references with contact information to:

**Email:** [hr@aihfs.org](mailto:hr@aihfs.org)

**Mail:** American Indian Health and Family Services of Southeastern Michigan, Inc.

Attn: HR

P.O. Box 810

Dearborn, MI 48121

**Fax:** (313) 846-0150

No phone calls, please. Only applicants being considered for interviews will be contacted

*American Indian Health and Family Services of Southeastern Michigan, Inc. is an equal opportunity employer committed to a diverse, multicultural work environment. Preference in hiring is given to qualified Native Americans in accordance within the scope of the Indian Preference Act (Title 25, US Code); all applicants will receive equal consideration. All potential hires are subject to a criminal background investigation and must pass drug and alcohol testing upon employment and random testing during the course of employment. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.*