

**Ute Indian Tribe**  
**Alcohol/Substance Abuse Prevention Program**  
**P.O. Box 369**  
**Fort Duchesne, Utah 84026**  
**(435) 722-3234 or 722-3254**  
**Fax (435) 722-0232**

## **JOB DESCRIPTION**

**POSITION TITLE:** Clinical Director

**REPORTS TO:** Program Director, Alcohol/Substance Abuse Prevention Program

**SUMMARY:** Performs professional work of considerable difficulty with the responsibility of establishing, providing, and monitoring culturally appropriate substance abuse and co-occurring disorders treatment services; maximize client services in outpatient setting and prevention education. Collaborate with Program Director relevant to clinical administration duties.

**DUTIES AND RESPONSIBILITIES:**

1. Provides clinical supervision; assigns and evaluates staff caseloads and standards; provides clinical case staffing and consultation on weekly basis.
2. Ensures professional and paraprofessional staff certification and/or licensure as required; provides training in treatment modalities, collaboration and networking.
3. Plans, develops, implements, monitors, and evaluates treatment program and protocols.
4. Administers and oversees assessments, evaluations and treatment plans to provide therapy sessions (individuals, family, couple and group); provides crisis intervention, specialized intervention, and treatment referrals to meet needs where appropriate; implement and monitor self-help groups.
5. Maintains and monitors professional ethical relationships with clients, staff, and collaborators.
6. Develops and monitors policy & procedures and regulations to adhere to tribal, state, and federal laws.
7. Consults with physician, other mental health professionals, and multi-disciplinary teams as needed to ensure the coordination and continuum of care and case management.
8. Collaborates and advocates with clients from various social, economic, cultural, spiritual, developmental, and psychological backgrounds.
9. Acts as an expert witness gives testimony, and/or recommendations in court case and/or hearings; writes/drafts report, documents and/or other written materials.
10. Facilitates the use of culturally appropriate research data to improve existing programs and utilization of resources; organizes and conducts survey and/or studies.
11. Must be drug free and practice abstinence while employed with the program.

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12. Screen, assess, and diagnose for substance abuse and mental health disorders.
13. Assist Program Director with duties and responsibilities as delegated.
14. Work towards accreditation as alcohol & drug outpatient program collaborating with Program Director within two (2) years.
15. Performs other duties assigned.

**JOB REQUIREMENTS:**

Specific license requirements and experience on an independent level exercising independent judgment and discretion. Develops, provides, and monitors culturally responsive treatment services in all areas of client care, utilizing culturally responsive holistic treatment/healing/prevention modalities. Must have three (3) years of sobriety, prefer three (3) years supervisory experience and must have two (2) years experience in a clinical setting. Must obtain and pass a criminal background investigation (Indian Child Protection Act and Family Violence Prevention Act) and UA results prior to appointment. Preference will be given to American Indians who meet these qualifications in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473.) Possess current valid state driver license to operate motor vehicle.

**EDUCATION AND TRAINING:**

Possess Masters Degree in Mental Health Counseling; Marriage and Family Therapy; and/or Social Work.

**LICENSE/CERTIFICATION FUNCTIONS:**

Possess a valid state or national licensure/certification in one of the following: Licensed Professional Counselor; Licensed Marriage and Family Therapist; or a Licensed Clinical Social Worker or obtain licensure within 6 months.

**PLEASE NOTE:**

Please attach the following documents to application:

1. Copy of valid professional licensure
2. Copy of UA results/Drug Testing
3. Valid Utah State driver license to be able to obtain Tribal License
4. Three work references
5. Three personal references
6. Official transcripts and copy of Master Degree
7. Criminal background check