

PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7312

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking applications for the following position:

OPENING DATE: June 24, 2024

CLOSING DATE: Until filled

COUNSELOR II

JOB STATUS:

COUNSELOR II

Career Field: Medical

Pay Range: \$28.39 - \$40.42 per hr.

Category: A-15

Status/Term: Full-time, Exempt

LOCATION:

Penobscot Nation

Health Department

Classification: Full-time

12 Wabanaki Way

Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED: Master’s degree in counseling, social work, psychology or equivalent graduate degree required. Current State of Maine license or eligible for state license in mental health or social work. Must have 3-4 years’ experience. CADC or LADC preferred. Indian preference will be adhered to in accordance with the Penobscot Nation’s Personnel Policies and Procedures.

HOW TO APPLY:

- Applications available at the Human Resources Office or in the Secretary’s Office at the Nick Sapiel Building, Indian Island, Maine. Applications are also available at www.penobscotnation.org
- Apply online at <https://www.penobscotnation.org/departments/human-resources/employment-opportunities>
- Submit completed applications and resume along with certifications to Human.Resources @penobscotnation.org
- For further information, call 817-7306 or email at Human.Resources@penobscotnation.org

JOB DESCRIPTION

Position Title: Counselor II

Department: Health Department

Reports To: Counseling Services Coordinator/Clinical Supervisor

Rate of Pay/Category: \$28.39 - \$40.42 / A-15

Status/Term: Full-time, Exempt

JOB SUMMARY:

Provides direct counseling case management services, both group and individual, to meet the needs of the Penobscot Indian nation, their families, and the community as a whole.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Performs mental health substance abuse assessments in coordination with Assessment Team.
- Provides direct counseling services to individuals, families, and groups.
- Maintains clinical case records, including all mandatory reporting forms.
- Develops, implements, and facilitates specialized treatment groups as needed by the community.
- Participates in and conducts individual education and prevention programs.
- Provides crisis intervention and short-term crisis management as necessary during normal working hours.
- Assists in development of program policies and procedures.
- Addresses mental health needs for Penobscot Indian youth.
- Provides ongoing case management and outreach services.
- Be responsible for following confidentiality procedures as outlined in the Privacy Act.
- Perform additional duties as requested.

KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS: (education required/preferred, skills required/preferred, years of experience required/preferred)

Master's degree in counseling, social work, psychology, or equivalent graduate degree required. Current State of Maine license or eligible for state license in mental health or social work. Must have 3-4 years' experience. CADC or LADC preferred. Indian preference will be adhered to in accordance with the Penobscot Nation's Personnel Policies and Procedures.

LICENSES/CERTIFICATES/REGISTRATIONS: (driver's license, professional licensing/certification)

LCPC or LCSW, CADC or LADC preferred.

PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS: (physical requirements of position, job environment/conditions)

Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request.