

This job description serves as a guide for establishing the criteria to fill a specific function, or to appraise the level of performance related to that function. The District may, in its sole discretion, choose to fill this function by contracting with individuals or corporate entities rather than hiring an employee. The job duties referenced here are examples and may change from time to time.

1. Job Summary:

- a) Salaried, exempt, full-time regular, supervisory position.
 - i) This is a professional position where a professional demeanor, the ability to handle confidential information, and the use of good judgment are required.
- b) Under general supervision, provides child and family assessments, counseling, family support activities, education, and child/family focused intervention. Works closely with the San Xavier community and local schools districts.
- c) Supervised by the People Wellness House Program Administrator.
- d) Salary Range - E3

2. Responsibilities:

- a) Essential Duties:
 - i) Acknowledges and greets all visitors, District managers, supervisors, and employees politely and professionally.
 - ii) Supervises and oversees the clinical activities of the Cultural /Group Facilitators.
 - iii) Recommends short-term plans with perspectives of the program’s long-term objectives.
 - iv) Provides clear instruction and leadership to staff so delegate tasks are properly completed.
 - v) Allocates responsibilities to the Cultural/Group Facilitators and assists in developing their ability and career potential.
 - vi) Submits clinical quarterly reports to the Program Administrator, Administration, Advisory Committee and the community.
 - vii) Facilitates child and family focus workshops.
 - viii) Provides group, individual and family counseling services to community members of all ages, within the surrounding schools, homes and other areas or groups settings.
 - ix) Maintains confidential and sensitive information.

- x) Documents progress of clients through case reports in aftercare, clinical meetings and diagnostics evaluations.
- xi) Acts as a liaison and networks with other therapists.
- xii) Coordinates and facilitates workshops for the community.
- xiii) Executes other responsibilities and projects as necessary.

3. Working Conditions:

a) Environment.

Hot	<input type="checkbox"/>	Noisy	<input type="checkbox"/>	Dust/Fumes	<input type="checkbox"/>
Cold	<input type="checkbox"/>	Outdoors	<input type="checkbox"/>	Chemicals	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Describe: Pollen	
Protective Equipment Used:					
Other: <input type="checkbox"/> Explain:					

b) Physical Activities and Requirements.

Requirements	Sometimes 0 - 29%	Frequently 30 - 59%	Constantly 60 - 100%	N/A	Comments
Bending/Pushing/Pulling				✓	
Climbing Ladders				✓	
Climbing Stairs	✓				
Collating/Filing	✓				
Digging		✓			
Dialing		✓			
Hearing	✓				
Lifting/Carrying 25lbs.				✓	
Lifting/Carrying 50lbs.				✓	
Lifting/Carrying 75lbs.				✓	
Reaching Overhead				✓	
Reading		✓			
Repetitive Motion/L-R		✓			
Speaking		✓			
Standing	✓				
Sustained Mental Aptitude			✓		
Sustained Visual Aptitude			✓		
Threading				✓	
Using Keyboard		✓			
Vehicle Operation	✓				
Walking	✓				
Writing		✓			
Other:					

4. Knowledge Skills and Abilities:

- a) Extensive experience in dealing with alcoholism and chemical dependency programs. Therapeutic techniques, case management, staff supervision, program development and referral of cases when required.
- b) Knowledge of experimental therapy techniques.

- c) Knowledge of child development case management.
 - d) Ability to sit on the floor or ground for long periods of time.
 - e) Ability to physically participate in, and conduct active programs (i.e. cultural, ceremonies, games, sweats and role playing).
 - f) Willing to work with individuals of all ages.
 - g) Ability to maintain confidential and sensitive information.
 - h) Tactful, pleasant, and friendly approach in dealing with staff, clients and individuals within and outside the community.
 - i) Has sound judgment and capability to respond to unusual circumstances.
 - j) Willing to work flexible hours and travel as needed.
5. Qualifications:
- a) High school diploma or equivalent.
 - b) Master's degree in family counseling or closely related field and three (3) years' work experience in counseling group sessions with individuals of all ages.
 - c) Must be drug and alcohol free.
 - d) Valid Arizona Driver's License and be insurable through the Tohono O'odham Nation's insurance provider,.
 - e) Must have certification in counseling.
 - f) Bilingual – O'odham / English preferred.

In accordance with the Indian Preference Act (Title 25, US Code, Section 472 & 473) preference in filling vacancies will be given to

1. enrolled members of the San Xavier District,
2. enrolled members of the Tohono O'odham Nation,
3. enrolled members of other nations or tribes
4. all other qualified candidates.

San Xavier District is committed to providing Equal Employment Opportunities.

Reviewed and Approved By:

Immediate Supervisor: _____ Effective Date _____

Next Level Supervisor: _____ Effective Date _____

Human Resource Rep.: _____ Effective Date _____

San Xavier District is an "Alcohol / Drug Free Work Place"

