

Alcohol Substance Abuse Administrative Assistant

The Seneca Cayuga Nation is accepting applications for a Alcohol Substance Abuse Administrative Assistant. In compliance with the Seneca Cayuga Nation, Tribal Government Office Employees Personnel Policy, consideration shall be given to upgrading the existing staff in accordance to the Nation's Career Development Plan. If you wish to be considered for the attached position announcement, please follow the handbook on pages 16- 17. Section 212: Promotion Procedures. Also, if you should have any questions regarding, please do not hesitate to contact Human Resources. Under the direct supervision of the Alcohol Substance Abuse Counselor, the Substance Abuse Administrative Assistant will provide administrative support services and client support services through client participation and client directed substance abuse counseling. The program is designed to reduce the risk of substance use and foster client strengths, self-esteem and sense of responsibility. Program services and activities include client intake, treatment goals, individual and group counseling, rehabilitation, crisis intervention and referrals. This position requires a highly motivated individual who will process referrals, assist clients and assist in the intake process. The Substance Abuse Administrative Assistant will assist the Substance Abuse Counselor in the performance of all financial activities; assists in the preparation and submission of the program annual operating budget request and any necessary amendments thereof; is responsible for assisting in the daily operation of activities and supporting the Licensed Substance Abuse Counselor with client needs as directed. Bachelor's Degree in Psychology or comparable field. A minimum of one-year direct service experience in crisis intervention, case management, and substance abuse in a professional office setting. Must affirm in writing that his/her employment performance has not been impaired by alcoholism/drug addiction in the last five (5) years. Certifications and/or licenses appropriate to the positions required education and profession must also be valid and maintained. The employee must occasionally lift, and/or move up to 10 pounds. Must submit to drug screen and background check. The Applications are available at 23701 South 655 Road, Grove, OK 74344 and online at www.sctribe.com . Resumes and applications may be submitted to Human Resources or by email to cbrown@sctribe.com and clewis@sctribe.com . Indian/Tribal Preference will be observed. Posted Until Filled.

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