

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

*****VACANCY ANNOUNCEMENT*****

POSITION: Counselor

SUBSTANCE: Substance Abuse

DEPARTMENT: Health

LOCATION: George Hawkins Memorial Treatment Center, Clinton, OK

ISSUE DATE: June 2, 2026

OPEN UNTIL FILLED

Duties and Responsibilities

- Works under the supervision of the In-House Therapist/Lead Counselor and Program Director
- Works as part of a multidisciplinary team to support positive behavioral change and client recovery
- Assists with implementation of individualized treatment plans, including treatment, health, and life goals
- Provides support and coordination for clients with mental health, emotional, and substance abuse concerns
- Facilitates group sessions focused on life skills, relapse prevention, Wellbriety, AA, and 12-Step recovery
- Assists clients with accessing community resources and support services based on individual needs
- Participates in crisis intervention, client advocacy, prevention, and educational activities
- Supports trauma-informed care and promotes healthy parenting, self-advocacy, empowerment, and long-term recovery skills
- Collaborates with the treatment team regarding client strengths, challenges, and support strategies
- Maintains professionalism, ethical boundaries, and sound decision-making in high-pressure situations
- Completes accurate reports, progress notes, and treatment documentation
- Conducts drug testing according to program procedures and schedules
- Communicates effectively with clients, staff, Tribal programs, and outside service providers
- Participates in trainings, workshops, staff meetings, and employee development activities
- May be required to work occasional weekends and holidays
- Performs other duties as assigned by the Lead Counselor and/or Program Director

Qualifications

- Bachelor's Degree in Behavioral Science, Substance Abuse, Psychology, Counseling
- Knowledge of mental health and substance abuse recovery services
- Current licensure or certification in counseling and/or addiction services preferred; must maintain active credentials if licensed
- One year of sobriety required
- Must be at least 21 years of age
- Must have a valid Oklahoma Driver's License and reliable phone access
- Must pass background, fingerprint, and drug screenings, including random drug testing
- Must provide proof of COVID-19 vaccination or comply with program testing requirements before employment
- Ability to work independently with minimal supervision
- Must be willing to learn and support the culture of the Cheyenne & Arapaho Tribes to provide culturally competent services
- Cheyenne & Arapaho preference

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov