Forensic Counselor

The Forensic Counselor is responsible for planning and implementing a clinical mental health and substance abuse counseling program for adjudicated or court involved referred clients. This job description is not an all-inclusive list of the duties and responsibilities of this position. The Forensic Counselor is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs.

Overall Objectives of Position

The Forensic Counselor is expected to live the Purpose and Values of the Poarch Band of Creek Indians and will go beyond the call of duty.

Primary Responsibilities of the Forensic Counselor

- Develops and implements comprehensive outpatient programs for clients that come with the purview of the Court.
- Coordinates, develops, and implements public education, prevention, and health promotion programs, working in collaboration with other tribal departments as directed.
- Professional Advisor on all issues and matters related to in-patient and out-patient Drug and Alcohol Treatment Programs for Defendants within the Tribal Judicial System and is available to provide expert opinions to the Tribal Council and/or Tribal Court Judges.
- Keeps the Tribal Court Administrator and Tribal Judges up-to-date on issues pertaining to counseling programs including the preparation and submission of reports to ensure accountability.
- Performs other duties as assigned.

Day-to-day Responsibilities

- Counsels clients individually and in group sessions to assist in overcoming dependencies, adjusting to life and making changes.
- Serves as a member of the Wellness Court Team.
- Manages the transitional housing/sober living program.
- Develops and monitors statistical data and reports as required for internal and external reporting.
- Prepares Court reports and testifies in Court as required.
- Manages the transitional housing/sober living program.
- Provides emergency on-call care to offenders on an as-needed basis and intervenes as an advocate for clients to resolve emergency problems or crisis situations.
- Remains up to date on current trends and changes within the mental health and forensic counseling field and makes program changes and updates based on the most current expert data.
- Evaluates and assesses offenders being considered for inpatient treatment programs and recommends appropriate placements.

Education/License/Certification and Experience Requirements

- Master’s Degree in Counseling, Social Work, or Psychology required.
- Minimum of one (1) year verifiable therapeutic counseling experience required.
- Experience utilizing therapeutic interventions with criminal offender populations which includes substance abusing clients preferred.
- Must possess "Mandatory Reporter Certification" or obtain within the first week of employment.

Skills Required

- Must possess a high level of maturity and the ability to maintain confidentiality.
- Ability to work in a high-performance, fast-paced, high-pressure environment while handling multiple demands.
- Must have excellent people skills and be able to gain trust and confidence of the service population.
- Familiarity with the DSM –V diagnosis in order to facilitate high risk referrals.
- Exceptional interpersonal and communication (verbal and written) skills.
- Outstanding project management and organizational skills.

Additional Requirements

- Ability to work odd and irregular hours, as needed.
- Ability to travel and participate in required training, leadership development and other events.
- Must possess a valid driver’s license and an insurable driving record according to Tribal Insurance guidelines.
- Must successfully pass the required criminal and character background check.
- Ability to adequately and successfully perform all duties and responsibilities of this position.

Every applicant must complete an application provided by Human Resources. Human Resources is located in Building 500. A resume will not be accepted in the place of an application. Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government. **Please note ALL individuals selected for employment are required to complete a background investigation. Individuals being placed in positions designed as child-sensitive or data-sensitive must successfully complete a background check prior to employment.