



DENVER INDIAN HEALTH AND FAMILY SERVICES, INC.

1633 FILLMORE ST. DENVER, CO 80206 PH: (303) 781-4050 FAX: (303) 781-4333 WWW.DIHFS.ORG

Position Description

- Position:** Inpatient Intake/After Care Therapist
- Supervisor:** Executive Director
- Summary:** Position requires completing alcohol/drug assessments, coordinating placements in inpatient treatment, and providing aftercare counseling, group counseling and follow-up care for clients receiving inpatient treatment.

Job Classification

This is a full time exempt position with benefits.

Typical Physical Demands

1. Prolonged periods of sitting.
2. Stooping, bending or stretching for files and supplies.
3. Able to handle up to 30 lbs. of lifting.
4. Requires manual dexterity sufficient to operate a keyboard or other agency machinery.
5. Vision must be correctable to allow use of a computer monitor and hearing must be in normal range for telephone calls
6. Work may be stressful.
7. Capable of operating personal vehicle.

Typical Working Conditions

1. Work must be performed in confidential manner.
2. Work may involve irregular hours.
3. Work may take place in office, homes of clients or other appropriate settings.

Duties

1. Complete alcohol/drug assessments.
2. Make determination if further assessment is needed.
3. Determine treatment modality requirements for client.
4. Coordinate treatment options for client.
5. Case management coordination.
6. Chart progress of client in conjunction with treatment goals and in accordance with ADAD standards.
7. Attend and participate in clinical case conferences.
8. Maintain orderly files and complete in a timely manner.
9. Attend case conference meetings when needed.
10. Provide client services pre and post inpatient treatment.
11. Facilitate support groups for clients.

12. Work as a team member with other behavioral health staff.
13. Other duties as assigned.

Performance Requirements

Transportation

- Must have personal vehicle for transporting clients when needed.
- Must have proof of Colorado Liability Insurance.
- Must have valid Colorado Driver's License.

Education

- Must have Bachelor's Degree in Human Services or other related field.
- Must be certified as CAC II and have ability to gain CAC III within one year.
- MA in Counseling preferred

Experience

- Must have experience with IBM compatible computers and MS Office programs.
- Must have minimum of 1 year clinical experience in substance abuse treatment.
- Must have experience working with American Indian /Alaska Native groups.

Other

- If in recovery must have at least 3 years of continuous sobriety.
- Must be able to pass mandatory background check.

Denver Indian Health & Family Services is a private non-profit organization. DIHFS does not discriminate in employment on the basis of race, color, creed religion, age, sex, national origin, physical handicap, marital status or sexual preference. However, DIHFS does adhere, both philosophically and as required, to the Indian Preference Act, Title 25 CFR, Section 472.

Denver Indian Health & Family Services is a Smoke Free, Drug/Alcohol Free work environment.

Please submit cover letter, resume, and proof of tribal enrollment (if claiming Native preference) to:

***Del Nutter
Executive Director
Denver Indian Health and Family Services
1633 Fillmore St
Denver, CO 80206
Fax: 303-781-4333
dnutter@dihfs.org***