



Position Title: Substance Abuse Counselor Instructor/Coordinator	Reports to: Dean of Letters & Science
Department: Letters & Science	FLSA Status: Exempt
Classification: Full Time Faculty	Benefit Eligibility: Yes, Full Time Benefits
SOC Code:	Last Updated: 10/06/2021
Home Campus: Keshena Campus	Pay Grade: Keshena Salary Grade 13 (\$46,622.22)
Grant Funded: Not Grant Funded	Application Deadline: December 1, 2021 @ 4 pm

Position Summary: The Substance Abuse Counselor Instructor/Coordinator will be interested in and able to teach at a community college and baccalaureate level. The faculty member must be committed to working with a diverse range of student interests and abilities. The chosen candidate will engage in continuous institutional improvement efforts such as assessment, planning, and other related efforts. The faculty member will also coordinate with local agencies, cooperating counselors, and supervisors in assisting Substance Abuse Counselor candidates in fulfilling the field experience requirements for the Associate of Applied Science Degree and application for the Wisconsin Substance Abuse Counselor license.

Position Responsibilities & Duties:

- Monitor Substance Abuse Counselor Program curriculum and re-certification process with the State of Wisconsin.
- Collaborate with Directors of regional substance abuse programs for the placement of students to fulfill 360 hours of specialized education.
- Recruit Substance Abuse Counselor supervisors for students.
- Develop and implement procedures for supervision of field experience.
- Provide training for faculty and Substance Abuse Counselors in the supervision of students.
- Assist supervisors and counselors with students in the development of Pre-Professional development Plans.
- Assist students with application for Wisconsin Substance abuse Counselor Licenses.
- Teach assigned courses in Substance Abuse Counselor Program and related disciplines as appropriate.
- Development and implement Substance Abuse Counselor Program Curriculum as appropriate for a CMN student that transfers to four-year institutions.
- Utilize current technological tools in instruction.
- Assist in the development of strategies aimed at increasing student retention in Substance Abuse Counselor Program, researching and analyzing system solutions to administrative problems as they relate to student success.
- Participate in CMN committee, accreditation, and assessment processes.
- Participate in multi-campus activities and teaching.
- Other duties as assigned.

Minimum Qualifications-To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Masters Degree in Social Work or related field.

- Instructors shall be knowledgeable in the subject and shall meet one of the following:
 - Be an instructor of substance abuse-related courses in an accredited institution.
 - Be a current certificate holder as a clinical substance abuse counselor, intermediate clinical supervisor, or independent clinical supervisor.
 - Be a credential holder in a related field such as a physician, social worker, marriage and family therapist, professional counselor, or psychologist, with knowledge and experience related to substance abuse counseling.
 - Be a person who in the judgement of the department, is qualified by experience or education, or both, to supervise a course of study.
- Minimum of 3 years counseling experience.
- Strong communication and computer skills

Desired Qualification:

- Ph.D. in a related degree

Reporting to this Position: N/A

Physical Demands & Work Environment:

Physical demands are classified as Moderate - lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-Performs teaching or instructing Functions - Constant

-Exposure to office/class room environment - Constant

-Exposure to shop or maintenance environment - Never

Tools & Equipment Used: TPX system, Instructor Station, Computer, WebEx, Zoom

Application Process

A complete application includes:

- Letter of Interest
- Current Resume
- Completed CMN application form (available under job opportunities at <http://www.menominee.edu/careers>)
- Copy of all college level transcripts (official transcripts required upon hire)
- Three professional letters of reference
- Copy of valid WI driver license
- Proof of relevant certificates or training
- Proof of Tribal enrollment status
- Proof of honorable or general military discharge paperwork (if applicable)

It is not the responsibility of CMN to notify applicants of missing documentation. Incomplete application packets will not be considered.

Application materials can be mailed to:

College of Menominee Nation

Attn: Human Resources

P.O. Box 1179

Keshena, WI 54135

Or

Email to: hr@menominee.edu

An online application is available at <http://www.menominee.edu/careers>

Posting closes on December 1, 2021 at 4:00 PM

NOTE: Pre-employment drug testing is part of the hiring process.

EOE/MITW 82-10