



YAVAPAI-APACHE NATION

Alcohol and Substance Abuse Program

Phone: (928) 649-7146

Mail: 2400 West Datsi Street, Camp Verde Arizona 86322

Physical Address: 3462 Smith Avenue, Camp Verde Arizona 86322

REQUEST FOR PROPOSAL (RFP)

LICENSED PROFESSIONAL COUNSELOR

RFP Release Date 04-13-2026

Proposal Due Date 05-08-2026

The Yavapai-Apache Nation Alcohol & Substance Abuse Program (ASAP) is soliciting for a qualified Licensed Professional Counselor to provide professional counseling that supports the substance abuse needs of the Yavapai-Apache Nation. The selected provider will deliver direct client holistic counseling services that focuses on client welfare, confidentiality, informed consent, and professional competence.

The YAN ASAP provides a unique approach to promote healing from substance abuse in the YAN Tribal communities that includes tribal Youth and Adults. Current services offered include evidence base programming through Wellbriety, Moral Recognition Therapy, Intense Outpatient Group, Relapse Prevention and referrals to a higher level of care when needed. ASA also collaborates with other interdepartmental programs to promote ultimate wellness and healing within the Yavapai-Apache Nation, incorporating the cultural values of the YAN People.

SCOPE OF WORK

Core Services:

- Conduct comprehensive psychosocial assessments.
- Develop and implement treatment plans.
- Provide referral(s) to additional resources and services for higher level of care.
- Provide Trauma-Informed Care.
- Provide individual, group, and family psychotherapy sessions.
- Crisis intervention and support.
- Monitor and evaluate client's progress, adjusting treatment plans as needed.
- Conduct comprehensive psychosocial assessments.

- Develop and implement individualized treatment plans.
- Provide individual, group, and family psychotherapy sessions.
- Offer crisis intervention and support.
- Collaborate with interdisciplinary team to ensure coordination and holistic care for clients including but not limited to case management.
- Documents and reports to referral sources, both external and internal.
- Monitor and evaluate client's progress, adjusting treatment plans as needed.
- Maintain accurate and detailed client records.
- Educate clients and families about mental health and coping strategies.
- Advocate for clients' needs and rights.
- Assists in department strategic planning and implementation through participation in department staff meetings, training and other meetings as assigned.
- Maintain efficient data collection and program evaluation of services offered to be in compliance with Tribal, IHS and other grant source funding requirements.
- Provide detailed quarterly reports to the A/SA Manager that include services offered, workforce development, prevention education and participant encounters.

QUALIFICATIONS

Respondents must meet the following minimum requirements:

- Experience in a clinical or healthcare setting.
- Specialization in areas such as trauma, addiction, and/or child welfare.
- Strong knowledge of community resources and social services.
- Excellent communication and interpersonal skills.
- Proficiency in electronic health records (EHR) systems.
- Experience with group therapy and counseling.
- Ability to handle high-stress situations calmly.
- Master's degree in Social Work and/or Counseling from an accredited institution.
- Current LPC licensure in the State of Arizona.
- Minimum of two years of supervised clinical experience.
- Comprehensive understanding of clinical practices.
- Familiarity with state and federal regulations related to clinical practices.
- Strong ethical standards and federal regulations.
- Ability to work independently and as part of a multidisciplinary team.
- Excellent problem-solving and critical-thinking skills.
- Ability to work flexible hours, including nights and weekends when on-call or facilitating groups.
- Intermediate computer skills for record keeping and documentation.
- Detail oriented with good writing and organizational abilities.
- Must have a valid Arizona Driver's License.
- Arizona State Finger Print Clearance.

Must occasionally lift and /or move up to forty (40) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise environment is typical of an office setting. While performing the duties of this job the individual is required to sit; talk or hear; walk; use hand to finger, handle or operate objects, tools or controls; and reach with hands and arms.

CONTRACT TERM:

The anticipated contract term is **May 18, 2026 through November 20, 2026**, with the option to extend based on performance, funding availability, and program needs.

EVALUATION CRITERIA:

Proposals will be evaluated based on technical approach, capability, experience/past performance and meeting the minimum qualifications. Including cultural fit and compatibility with the organizations mission.

SUBMISSION INSTRUCTIONS:

Proposals must be submitted by Friday, May 8, 2026 at 12:00 pm. To:

Glory A. Lewis, A/SA Manager
YAN Alcohol & Substance Abuse Program
Address: 3462 Smith Ave
Camp Verde, Arizona 86322
Email: glorylewis@yan-tribe.org
Phone: (928) 649-7146

Late or incomplete proposals may not be considered.

QUESTIONS & CLARIFICATIONS:

All questions must be submitted in writing to Glory A. Lewis, A/SA Manager no later than Friday, April 24, 2026. Responses will be shared with all known perspective respondents.