MAKAH TRIBE
POSITION DESCRIPTION

Job Title: Chemical Dependency Professional

EXEMPT: Yes	**JOB CODE:** N/A
TARGET SALARY: $25.00 to $30.00DOQ	**SHIFT:** Flex
PROGRAM: Makah Recovery Services	**LOCATION:** Wellness Center
REPORTS TO: Chemical Dependency Clinical Supervisor	**HOURS:** Evening/Weekend/Days

SUMMARY: This position is located in the Integrative Health Department of the Sophie Trettevick Indian Health Center, Neah Bay, Washington. The primary purpose of this position is to provide community outreach, substance abuse counseling, case management, and prevention services for the Makah Recovery Services agency as part of an innovative team of healthcare providers who work together within the Sophie Trettevick Indian Health Center's Family Practice, Dental, Pharmacy, Community Health, Mental Health, and Wellness Services programs. This position may be assigned to cover evening, and weekend hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Provide direct services and crisis intervention with a high degree of professionalism, compassion, and clinical knowledge and skill.

Work with the Sophie Trettevick Indian Health Center's diverse team of healthcare providers to deliver wrap around case management and services to clients.

Perform assessments of client's involvement with alcohol and other drugs according to WAC requirements.

Implement treatment, continuing care, transfer, and discharge plans in accordance with WAC requirements.

Conduct intake interviews, evaluations, and assessments for potential clients.

Conduct individual and group counseling for clients and their families.

Design and carry out outreach activities such as, but not limited to, movie nights, traditional crafts, community gatherings, and outdoor hikes, to provide healthy options and camaraderie for people in or working toward recovery.

Develop and deliver instructional material to general public and other Tribal Departments.

Train volunteers and other employees to work with clients in recovery, provide a supportive environment, and avoid enabling.

Participate in staff meetings/conferences and assist in the development of new programs, including youth-focused, family driven treatment and prevention services that support the ongoing development of a Makah tribal centric model of behavioral health care services.

Work with community groups, public and private agencies in resource development and, when indicated, act as program liaison to community groups and other partner agencies and programs.

Assist with development of a drop-in recovery center and provide on-site counseling and related services.

Maintain assigned client caseload and complete client records holding strict compliance with Federal and State regulations governing confidentiality.

Maintain all clinical records and assure confidentiality of all client information in accordance with federal, state, and agency requirements.

Provide referral and follow-up services for clients. Maintain proper communication with appropriate agencies regarding client status, including participation in the Makah Healing Court as appropriate.

Submit regular statistical and narrative reports as requested by immediate supervisor.

EDUCATION and/or EXPERIENCE

AA preferred or successful completion of 90 quarter or 60 semester college credits in courses from an approved school including courses required for WA State Chemical Dependency licensure.

CONTINUING EDUCATION:

Improve the quality and scope of patient services rendered by general and specific continuing education, including reading of culturally relevant materials and attendance at local educational programs and longer periods of training targeting specific culturally relevant training opportunities.

LANGUAGE SKILLS

Ability to write, read, and understand client charts and basic medical information. Able to read and understand business documents and educational materials for appropriate for the level of a CDP. Excellent spoken and written communication skills. Ability to write articles and brochures for the general public. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information to and respond to questions from groups of managers, patients, general public.

MATHEMATICAL SKILLS
Good basic math skills (addition, subtraction, multiplication, division, fractions, percentages.) Ability to create and calculate a budget. Ability to create and understand simple graphs and charts (such as bar graphs and pie charts).

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret charts and diagrams. Ability to deal with abstract and concrete variables. Ability to form a differential diagnosis, establish a working diagnosis, select appropriate treatment, and tailor treatment to an individual's needs, including changing needs over time. Ability to analyze, and interpret health information written for CDP level professionals and the general public. Ability to organize information and prioritize tasks, with guidance from supervisor.

CERTIFICATES, LICENSES, REGISTRATIONS
Must have and maintain a valid Washington state Driver's license and be insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued must be provided upon hire.

Must possess current certification as a WA State licensed Chemical Dependency Professional as defined in WAC 246-811 or be able to achieve before starting work.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

Must have BLS card or be able to obtain it within first 90 days of hire.

OTHER SKILLS AND ABILITIES
Must have a strong knowledge of group and individual counseling techniques to offer effective treatment and communicate well with clients.

Must have a strong knowledge of the disease of alcoholism and substance abuse and implications of physical, spiritual, emotional, and psychosocial factors.

Ability to listen, observe, and record a variety of information.

Ability to establish and maintain effective working relationships with staff, public and private agencies, and the general public.

Ability to communicate effectively both orally and written.

Ability to operate effectively in crisis and /or emergency situations.

Must have the ability to travel and obtain training in current substance abuse techniques, domestic violence counseling, and other training as opportunities, needs, and requirements arise.

Culturally competent to work with Native American populations.

Knowledge of HIPAA is required as use of patient record is an integral part of the position and privacy of individuals must be protected to the fullest.

Comfortable with a team work environment. Must be able to work collaboratively and independently.

Computer experience is required. Must have ability to work with programs such as Word, Excel, Powerpoint, social media, email, and telecommunication software and equipment.

Highly organized, able to work effectively under pressure and within tight time constraints, juggle multiple projects simultaneously, and produce quality work while meeting deadlines.

Good attention to detail, accuracy and thoroughness in work.

Willingness and ability to learn new skills quickly.

Ability to handle stress and adapt to changes.

Creative thinker, meets challenges with resourcefulness.

Experience with planning training, events and activities preferred.

Experience with or strong interest in public health and prevention preferred.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing duties of this job, the employee is required to stand, walk, and sit. The employee must occasionally lift and/or move objects up to 50 lbs.

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. Work is performed in an ambulatory health care setting. There is common exposure to contagious and infectious diseases. Hepatitis B vaccine is recommended and offered at no cost. The work may include a certain amount of exposure to hostile and emotionally disturbed patients, families, and visitors. Outreach work may include exposure to outdoor weather conditions.

SPECIAL WORK SCHEDULE

This is a Full-time Flex position, is not a 8:00 a.m. to 5 p.m. - Monday -Friday, it will work evenings, and weekends as well as some weekday hours, schedule to be determined by the Chemical Dependency Supervisor.

SPECIAL REQUIREMENTS

Immunization Requirements: Must be fully immunized against measles and rubella, or provide documentation/proof of immunity prior to employment. Employees may be required to provide proof of other immunizations as recommended for healthcare workers by the Centers for Disease Control and Prevention, or of immunity to these diseases.

All employees shall have tuberculosis testing upon employment and annually thereafter, or have a follow-up plan approved by employee health if there is a positive test. If employee is known to have a positive TB test prior to entrance on duty, no TB testing will be carried out; instead the employee shall see a physician to establish an individualized program to assure the absence of active TB in the employee, shall complete an annual symptom questionnaire, and must report any relevant symptoms promptly.

Special Consideration: Exceptions may be made if you are allergic to any component of a required vaccine, have documented history of a severe reaction to a vaccine, or have another medical reason why you cannot receive a certain

vaccine. However, you are required to provide documentation/proof of allergy or medical condition that prevents use of that vaccine, in order to be considered for employment.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:
Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Resources
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: Tabitha.herda@makah.com

OPEN: November 4, 2016, 2016
CLOSE: December 7, 2016

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.