



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

JOB DESCRIPTION

POSITION TITLE: SUBSTANCE USE DISORDER COUNSELOR

SUPERVISOR: BEHAVIORAL HEALTH MANAGER

SALARY: \$29.07 - \$41.08 GRADE 15

NATURE OF WORK: This position is under the direct supervision of the Behavioral Health Manager. The Substance Use Disorder (SUD) Counselor will provide assessments, referrals, treatment and education to individuals and their families on an outpatient basis (voluntary as well as court-ordered; Level I.O and II.1); will provide training and education to the community at large; collaborate with outside collaterals as needed, act as a point of contact for other providers at the health clinic, monitor participants' compliance with any court order/s, housing requirements, probations, other treatment activities, etc.; facilitate groups and individualize treatment for participants via service plans; conduct drug screens.

REPRESENTATIVE JOB DUTIES:

1. Provides resources.
2. Completes SUD assessments, intakes, and referrals.
3. Ensures follow-up with referrals resulting from the initial assessment for appropriate care coordination.
4. Drug and alcohol case management.
5. Works closely with all other providers at the Skokomish Health Clinic and provides ongoing support to the teams as needed.
6. Establishes effective individual service plans to target participants' treatment and updates those according to emergent needs and progress or lack thereof.
7. Facilitates intensive outpatient and outpatient groups.
8. Monitors participant compliance with recommended treatment and compiles reports accordingly.
9. Transports participants if/when necessary.
10. Provides psychoeducation and consultations for families, community, and other providers.
11. Participates in staff and community meetings as directed.
12. Assists with annual awareness events.
13. Establishes and maintains working relationships with outside collaterals (courts, social workers, probation officers, ICW, etc.).
14. Completes all clinical documentation in a timely manner in Electronic Health Record (RPMS).
15. Conducts urine analysis or breathalyzer screenings to verify participant abstinence.
16. Assists and trains other staff as needed.
17. Performs other duties as assigned by Behavioral Health Manager.
18. Maintains professional standards as required by state, federal, and local laws and regulations, including abiding by HIPAA.
19. Provides coverage for other SUD treatment staff.

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree preferred, but not required.
2. Current certification as Substance Use Disorder Professional (SUDP) through Washington State Department of Health. *May consider SUDPT (trainee license) only if applicant can prove completion of first 50 face-to-face client hours as well as a completed training on ASAM and demonstrates good understanding of diagnostic and level of care criteria.
3. Excellent communication skills - both verbal and written.
4. Experience working with electronic health records.
5. Ability to operate printer, fax machine, multi-line phone, cell phone.
6. Ability to work varied hours or weekends if/when necessary to accomplish the goals of the behavioral health services department.
7. Candidate must have an understanding of and sensitivity to the particular problems faced by the Native American community.
8. Must be able to work as a part of an interdisciplinary team.
9. Possession of a valid First Aid/CPR Card or ability to obtain certification within 30 days after beginning employment.
10. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
11. Must be able to work in a team environment.
12. Strong organizational, communication and interpersonal skills.
13. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

Behavior standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

CONFIDENTIALITY: The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY: The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

PREFERENCE: The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

This position is at will and does not create a contractual relationship between the tribe and the employee.

APPLICATION INSTRUCTIONS

Application must be filled in completely (Do not write see resume). APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED

NOTE: Resumes and Cover Letters are only accepted in support of the application

JOB DESCRIPTION APPROVAL:

CEO: _____

Date: _____

Employee: _____

Date: _____