

**SHOALWATER BAY INDIAN TRIBE
JOB DESCRIPTION**

Job Title: Chemical Dependency Professional
Chemical Dependency Department Program Manager
Department: Health
Reports To: Health Director
FLSA Status: Exempt
Prepared By: Human Resources
Prepared Date: 11/07 (amended 8/18/08)
Approved By: Health Director
Approved Date: 11/7/07 (amended 8/18/08)
**Amended 2.5.15 per request of HD, under Certificates,
Licenses, Registrations delete State of WA Licensed Mental Health Counselor
(LMHC)**

SUMMARY: Counsels individuals and facilitates groups with drug and alcohol problems, emotional problems such as stress, court and or legal issues, or family issues. Develops and implements a therapeutic treatment plan in a healthy setting by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Interviews patient to obtain information regarding medical history and other pertinent information.
- Administers various evaluations, uses standard inventory, and direct interviews, to identify behavioral or personality traits and record results.
- Reviews results of evaluations to evaluate patient needs.
- Plans and administers therapeutic treatment, such as behavior modification and stress management therapy to assist patient in personal change.
- Modifies method and degree of therapy when indicated by patient progress or lack thereof.
- Discusses progress and goals with patient, such as diet, stress, or substance abuse.
- Facilitates with medical doctor or other specialists concerning treatment plan and amends plan as directed.
- Conduct, peer counseling groups, during clinical therapy sessions.
- Refers patient to supportive services to supplement treatment and counseling.
- Conducts treatment test validation. (U.A's.)
- Develops curriculum and education for therapeutic outcomes. Facilitates and refers patient's requiring more restrictive care.
- Maintains Washington State standards and requirements for state approved Chemical Dependency Treatment Program.
- Maintains accurate and current records on each patient in accordance with Federal, State and Tribal policies and procedures.
- Prepares current patient progress reports and completion notices and provides said to the courts, probation departments, and referral sources as appropriate.

SUPERVISORY REQUIREMENTS: This position has no supervisory responsibilities at this time.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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.

Proficiency with data entry and computer usage. Ability to understand and utilize computer software programs. Ability to formulate and submit reports. Extensive experience dealing with substance abuse. Ability to provide extensive and intense counseling. Ability to manage time and tasks. Ability to accurately document client and project activities. Sensitivity to the comfort of client. Remains committed to provide current and up to date Chemical Dependency information to enhance programs effectiveness.

EDUCATION and/or EXPERIENCE: Bachelor's degree (B.A.) in psychology, social work, or other related human service degree, specializing in Chemical Dependency Counseling.

CERTIFICATES, LICENSES, REGISTRATIONS: State of Washington Certified Chemical Dependency Professional (CDP)

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data.

Client Service – Manages difficult or emotional client situations, responds promptly to clients needs, collects client's feedback to improve service; responds to requests for service and assistance; meets commitments, maintains strict patient confidentiality.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Technical Skills: Assess own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Interpersonal Skills: Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control.

Oral Communication: Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; present numerical data effectively; able to read and interpret written information.

Leadership – Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

Quality Management – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Ethics – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

Strategic Thinking – Develops strategies to achieve goals; adapts strategy to changing conditions.

Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions, includes appropriate people in decision-making process; makes timely decisions.

Motivation – Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative – Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

Innovation – Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

LANGUAGE SKILLS: Ability to read, analyze and interpret business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, and the general public.

MATHEMATICAL SKILLS: Basic mathematical skills; addition, subtraction, multiplication, division, decimals and fractions.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 the duties of this job, the employee is frequently required to sit and stand. The employee must occasionally lift and/or move up to 10 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.

AT-WILL EMPLOYMENT: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

The employment relationship with Shoalwater Bay Indian Tribe is voluntary; there is no specified length of employment. Accordingly, either the Shoalwater Bay Indian Tribe or the employee may terminate the employment relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law. This document does not create an employment contract, implied or otherwise.