

THE TULALIP TRIBES

Family Services Job Description Contract Position

JOB TITLE: Chemical Dependency Professional

JOB NUMBER: TTT-148-08

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference to hiring shall apply to the Tulalip Tribal job opportunities.

EDUCATION: (attach all required education documents with application; i.e., diploma, degrees, certificates, etc.)

- High School Diploma or GED (attach copy)
- Two (2) year degree or academic equivalent, and meet the requirements of WAC 440-22-240 or 440-22-250

SKILLS:

- Must have excellent communication skills, both verbal and written
- Must be computer literate with working knowledge of Microsoft Word, Excel, etc.
- Ability to use multi-line phone system
- Ability to file in alphabetical order
- Ability to operate a photocopier and fax machines according to the instruction manual
- Must have good verbal and written communication skills
- Must be a team member, yet able to work independent of direct supervision

EXPERIENCE:

- Two (2) years of Chemical Dependency counseling experience in outpatient and intensive outpatient program

OTHER REQUIREMENTS:

- Must have valid drivers license and current insurance (attach copies)
- Must be registered with the Washington State Department of Health as a Chemical Dependency Counselor and maintain current registration (attach copy)
- Must be able to work in a culturally diverse environment
- Must adhere to strict confidentiality of information seen or heard
- Must have the tolerance and patience to deal with upset, angry, intoxicated and/or frustrated people
- Must be able to work evenings, weekends, holidays, and/or flexible hours as needed or requested.
- Must have a successful employment history with The Tulalip Tribes and/or other employment entities

Physical Characteristics and/or Prerequisites:

- Manual and finger dexterity for the operation of personal computer, office machines and routine paperwork
- Tolerance to be exposed to computer screen for prolonged periods of time
- Stamina to sit, stand and/or walk for prolonged periods of time
- Mobility to bend, stoop, and/ or climb stairs
- Ability to lift objects weighing up to 50 lbs
- Stamina and tolerance to work in adverse weather conditions
- May be exposed to hazardous cleaning chemicals and solvents

Tribal Department: Family Services

Employee Classification: Non-Exempt

Job Summary: Provides counseling services regarding substance abuse and other related issue to Tribal as well as others in the local community.

Employee Reports To: Clinical Supervisor or designee

Extent of Job Authority: To perform counseling services in accordance with section procedures.

Specific Duties Performed:

1. Performs diagnostics evaluations, assessments and/or referrals as needed on all assigned patients and develops appropriate treatment plan, discharge summaries and aftercare plan as recommended in case management meetings.
2. Maintains confidentiality of all records, materials and communications concerning the identity of patients according to 42 CFR, Part 2,

according to state and Federal regulations.

3. Facilitates Intensive Outpatient Treatment with groups, lectures, and one-on-one counseling and has an understanding of the appropriate paperwork needed.
4. Attend all training sessions directed by Clinical Supervisor.
5. Maintains all files and paperwork in an orderly and expeditious manner consistent with WAC codes and Indian Health Service standards.
6. Establishes and maintains a working relationship with local courts, probation and parole departments, prosecutor's office, public defender association, and Snohomish County Jail personnel. Including, but not limited to monthly progress reports.
7. Answer and screen calls to Director, route phone calls to appropriate staff, takes messages and answer routine questions.
8. Receive calls and set appointments for Employment Director.
9. Prepare correspondence including reports, memorandums, and business letters.
10. Log all incoming letters, correspondence, mail, etc. for the Employment Director.
11. Responsible for reading and routing incoming correspondence.
12. Responsible for researching, analyzing, and identifying solutions for the Director on assigned projects.
13. Coordinates special projects with Department Manager as directed by the Director.
14. Maintains an efficient and organized filing system.
15. Develops procedures to ensure office efficiency.
16. Attends training and workshops as required to acquire new skills and keep updated and maintain present skills.
17. Sets up travel and training for Director and staff.
18. Follow the standard operating procedures of the department.
19. Maintain utmost confidentiality of all information (written and verbal) while employed with the Tulalip Employment Office.
20. Knowledge and experience in ordering supplies through proper procurement policies.
21. Assist Assistant Director with other assigned task.
22. Assists Director with other assigned tasks.
23. Other duties as deemed necessary.

Drug and Alcohol Use and Abuse

This position requires the employee to work regularly with clients who abuse or are addicted to drug and/or alcohol. Engaging in off-duty sale, purchase, transfer, abuse, use or possession of alcohol, illegal drugs or controlled substances will have a negative effect on the employee's ability to perform his/her work for the Tribes. Any such action by the employee will subject the employee to discipline, including termination.

Must be free of substance abuse for the past three (3) years and while employed. Any abuse of alcohol or drugs on or off duty by employee shall be cause for discipline, including termination.

Term of Employment: This is a regular full-time contract position requiring 40 hours per week or 2080 hours per year.

Pay Range: \$17.03 - \$23.96 per hour

Opening Date: December 8, 2008

Closing Date: Open Until Filled

Please return your completed application with required attachments, by the closing date and time, to the Tulalip Tribes Employment Office, located at 6103 31st Avenue N.E. Tulalip, WA 98271. Tulalip Employment hours Monday-Friday, 8:00 a.m. to 4:30 p.m. Main telephone number (360) 716-4747 or toll free 1 (800) 869-8287.