



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

PO Box 279 La Push, WA 98350
(360) 374-4366/4367 Fax (360) 374-4368



JOB ANNOUNCEMENT

TITLE: CHEMICAL DEPENDENCY PROGRAM COORDINATOR
Supervisor: Health Director
Organization: Quileute Health Center
Salary: \$22.98-\$28.73 DOE/Q
Closes: OUF

The Quileute Tribe Health Center is seeking a Chemical Dependency Program Coordinator who can build on Quileute Health Center's long history of high clinical standards and effectiveness while promoting and providing dignity and respect in a culturally appropriate environment. Prevention and education are important elements in promoting recovery for the community and its people.

POSITION SUMMARY:

Under the Supervision of the Quileute Health Director, the primary function of the Chemical Dependency Program Coordinator is to work closely and in collaboration with the Health Director, Social Workers, Case Managers, School and Court administrators in a team-based approach; to provide screening, assessments, interviewing, treatment planning and interacting with prospective clients, to support the patient's wellness and recovery from maladaptive uses of substances. This position requires patience, dedication, and a desire to help the Quileute Tribal members in crisis.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides and maintains strict confidentiality for counseling and support to the patient/clients and their families.
- Conducts individual, group or family counseling and/or therapy sessions with the goal of encouraging a healthy, addiction-free lifestyle for each client.
- Provides Drug and alcohol counseling and support to individual clients and their families.
- Conducts evaluations, interviews, and assessments of potential patients/clients.
- Conducts various presentations on alcohol and drug chemical dependency subjects/issues to assigned or specific groups.

- Responsible for prompt and thorough progress notes, data collection for third party billing, TARGET forms reporting, and other forms of required documentation.
- Completes Substance Use Disorder evaluations and prepares individualized treatment plans.
- Provides aftercare planning and counseling to clients and families, including placement and follow-up care with community (tribal, service units, school districts, etc.) and to support a continuum of care.
- Educates the community on addiction and coping mechanisms.
- Assists with other community resources and support groups.
- Tracks patient progress and dispensation of treatment services.
- Ensures all files are complete and in compliance with all state, federal, and contractual requirements.
- Provides updates and progress to the courts or referring agencies and participates in deliberations of the Quileute Tribe Wellness Court, as requested.
- Administers the Substance Abuse Disorder evaluation and treatment services of the Quileute Counseling and Recovery Services.
- Provides Level 1 Outpatient Substance Abuse Use Disorder Services, Alcohol and Drug Information School services, and DUI Assessment services.
- Maintains the program's compliance with applicable legal requirements of WAC Chapters 388-877 and 388-877B.
- Must maintain current certification with State of Washington Department of Health as Chemical Dependency Professional per Chapter 18.205 RCW (WAC 246-811).
- Supervises one or more Chemical Dependency Professional Trainees, if assigned.
- All other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Comprehensive knowledge of Federal, State, and Tribal policies and procedures, regulations and statutes governing the operation of Quileute Tribal Health Center.
- Comprehensive knowledge of laws, ordinances, rules, and regulations affecting Health Care providers generally, and Chemical Dependency Professionals specifically.

- Ability to develop, implement and participate in well-coordinated committees and working groups to address cultural and traditional methods for Substance Abuse prevention and treatment programs. The committees and working groups include, but are not limited to, the Quileute Tribal Court, Quileute Tribal Schools, Human Services and Quileute Tribal Housing.
- Ability to establish and maintain an effective working relationship with the Quileute Tribal Council, other Quileute Health Center staff, Tribal members, and various levels of Federal, State, County and Tribal government.
- Comprehensive knowledge of principles and practices of team building to create team environment that fosters partnership, innovation and continuous process improvement.
- Strong facilitation and leadership skills.
- Ability to explain complicated information in lay terms.
- Ability to foster culturally sensitive services that focus on community involvement and integrate cultural and traditional practices.
- Strong knowledge to decrease addiction recidivism that will have a meaningful impact on improving public safety and future addiction issues.

MINIMUM QUALIFICATIONS:

- Minimum of an Associate Degree (AA, AAS) in Human Services from an accredited university or equivalent requirements as outlined in WAC 246-811-030. Desired qualifications include a bachelor's Degree in Human Services.
- A current valid Chemical Dependency Professional license issued by the State of Washington. Desired qualifications include ability to supervise Chemical Dependency Professional Trainees as stated in WAC 246-811-049.
- Must be eighteen (18) years of age or older.
- Minimum of two (2) year's work experience with a working knowledge of principles and procedures of counseling, group therapy, interviewing, case management, interventions and program development.
- ANY use of drugs, alcohol, or other chemical substances that would affect or modify the health, thinking, safety, and/or wellbeing of a client, the public, and/or colleagues is prohibited as described in the Quileute Policies and Procedures.
- Must possess or obtain a State of Washington Driver's license.
- Must pass an official drug screening test.

- Must pass a comprehensive Criminal and fingerprint background check, upon hire and every three years thereafter.
- Must obtain CPR/First Aid and Bloodborne pathogen training and keep current.
- Must have initial TB test.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload. Individual must have good work ethics and daily attendance is a must.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

HOW TO APPLY:

Please submit a resume, cover letter and the Quileute Tribe application to the address listed below. Incomplete applications will not be considered. Applications can be obtained at www.quileutenation.org/job-openings/

The Quileute Tribe
Ms. Gina Gonzales-Leva, HR Director
Department of Human Resources
P.O. Box 279
La Push, Washington 98350