



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department
P.O. Box 279 • La Push, WA • 98350
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Quileute Tribe Job Description

Substance Use Disorder Professional

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350

Or via email: hr@quileutenation.org

Ensure your Application contains:

1. Quileute Tribal Application
2. Cover Letter
3. Resume
4. Credentials
5. Tribal Enrollment Verification
6. Diploma(s) High School, College
7. Certification(s)
8. Unofficial Transcripts
9. Driver's License

NOTE: *Incomplete applications will not be considered.*

Position: **Substance Use Disorder Professional**
Supervisor: Health Director
Location: Health Clinic
Work Info: Full Time: 40 hours weekly, flex schedule will be considered.
Salary: DOQ/E
Closes: 3/22/2021 – 4/5/2021

POSITION SUMMARY:

Incumbents of this position will provide direct services to clients through individual, group and family counseling, care coordination and case management, outreach/intervention, and respond to crisis intervention as needed.

SKILLS, KNOWLEDGE AND ABILITIES

- Requires professional experience which demonstrates a strong understanding of Native American traditions, customs, and culture as they relate to effective treatment delivery.
- Requires knowledge and practice in substance-use disorder treatment for individual, group, family counseling, motivational interviewing, the ability to assess the clients' immediate needs, and ensure he/she is receiving appropriate services.
- Requires creative problem-solving and the ability to develop innovative solutions to complex situations.
- Requires knowledge of and a commitment to, the professional code of ethics especially as it pertains to confidentiality and professional boundaries.
- Requires knowledge of individual, group, and family counseling techniques and a willingness to gain additional counseling tools for continued professional development.
- Must be able to safeguard confidential information per the 42 CFR part 2 and HIPPA and understand the legal ramifications for breaching such requirements related to confidentiality and privileged health care information.
- Requires the ability to effectively assess, diagnose, and apply intervention techniques.
- Requires the ability to work collaboratively and effectively with the Behavioral Health team, Health Center staff, other tribal programs and connected agencies.
- Requires ability to work under stressful, demanding situations and respond appropriately and professionally in crisis situations.
- Requires the ability to operate a computer and work with various computer software, including an electronic health record and other systems.
- Requires the ability to work independently and as a member of the healthcare team to provide urinalysis testing, individual evaluation, treatment referrals, prevention, intervention, and coordination of care to inpatient, outpatient and continuing care services.
- Requires ability to maintain case records using required forms, report writing using prescribed agency format which meets the Washington Administrative Codes (WAC), and Tribal and Federal Guidelines.
- Requires ability to work flexible hours and remotely, on occasional nights, evenings, weekends, and holidays due to various normative agency functions (IOP or evening groups, community health education events, crisis calls, outreach/prevention).

- Ability to work with and as a part of other teams in the community (Wellness, Medical, Transitional Housing, etc.) and to represent the Tribe at meetings in a manner that reflects well on the agency.
- Ability to travel as required for job related functions and trainings specific to position and program development.
- Experience working with youth/teens in the areas of smoking cessation, early intervention, and substance abuse prevention.
- Requires the ability to be highly organized to establish workload priorities with attention to detail, work collaboratively collaborate with other Tribal, and State/Federal programs and communicate effectively both verbally and in writing.
- Requires the ability to communicate effectively in writing, to prepare reports, case summaries, and correspondence in an understandable, clear and concise manner.
- Strong working knowledge of historical trauma and the effects on human psychology.
- Requires the knowledge and education on historical trauma & evidence-based intervention.
- Other duties as assigned.

QUALIFICATIONS:

Required Qualifications

- Must hold a valid Washington State Substance Use Disorder Professional (SUDP) License. Washington State Substance Use Disorder Trainee (SUDPT) License considered if eligible to pass required state exam within 12 months of hire and background is commensurate. Similar licenses/certifications from other states and affiliated entities such as (NAADAC) will be considered, provided qualified to obtain valid Washington State credential. License should be clear of any action taken.
- Requires an AA in Addiction Studies/Chemical Dependency and/or a minimum of 90 quarter hours specializing in drug/alcohol related courses.
- Must be qualified clinical supervisor or can obtain within one year of hire.
- Minimum of 5 years' experience working in outpatient or residential treatment settings and knowledge of standard field practices, to include Medication Assisted Treatment (MAT).
- Must provide proof of degree, licensure, and completion of specialized studies in the field of chemical dependency/addiction studies, and other agency requirements.

Preferred Qualifications

- Bachelors/Masters level degree in psychology, social work, human growth and development, or other closely allied field and background.
- Strong familiarity with Telemedicine/Telehealth platforms to include ease of access related to service provision.

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill 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.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

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.

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