



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



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/

Via email: hr@quileutenation.org

-OR-

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

Ensure your application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED, If Applicable**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **Substance Use Disorder Professional**
Supervisor: Health Director
Location: Quileute Health Center
Work Info: Full Time: 40 Hrs./Week (M-F)
Salary: DOQ/E

POSITION SUMMARY:

Incumbents of this position will provide direct services to clients through a variety of means (in-person, telemedicine, and telehealth) for individual, group, family counseling, care coordination, case management, community outreach, 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 individuals, groups, and families, including motivational interviewing and the ability to assess the client's immediate needs, and ensure he/she/they are receiving appropriate services.
- Requires the ability to create and implement innovative solutions for complex care.
- Requires knowledge of and a commitment to a professional code of ethics, especially as it pertains to confidentiality and boundaries.
- Requires knowledge of individual, group, and family counseling techniques and a willingness to gain additional counseling skills/tools for continued professional development.
- Must be able to safeguard confidential information per the 42 CFR and must understand the legal ramifications for breaching confidences.
- Requires the ability to effectively assess, diagnose, and apply intervention techniques.
- Requires the ability to work with and be a part of an integrated care team; this means collaborative care planning with other QHC departments.
- Requires ability to work under stressful, demanding situations and respond appropriately and professionally in crisis situations.
- Requires the ability to work with various computer software programs, including an electronic health record.
- Requires the ability to work independently and as a member of the healthcare team to provide urinalysis testing, individual evaluation/assessment, treatment referrals, prevention intervention, and coordination of care to inpatient, outpatient, and other continuing care services.
- Requires ability to maintain patient records using required forms, report using prescribed agency format which meets the Washington Administrative Codes (WAC), and Tribal and Federal Guidelines.
- Requires ability to work flexible hours, 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).
- Represent the Tribe at meetings in a manner that reflects well on the agency
- Ability to travel as required for the 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 with other Tribal, State and Federal programs and communicate effectively both verbally and in writing.
- Requires the ability to communicate effectively both verbally and in writing to prepare reports, case summaries, and correspondence in an understandable, clear, and concise manner.
- Strong working knowledge of historical and inter-generational trauma and the effects on human psychology.
- Requires the knowledge and implementation of evidence-based intervention.
- Must be willing to travel and have a reliable vehicle as services will occasionally be offsite, in the community, schools, in-home or out of area.
- May supervise Certified Peer Support Recovery Coaches.
- Other duties as assigned.

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 granted in particular cases.

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 40 pounds.

SUPERVISORY RESPONSIBILITY:

Yes

QUALIFICATIONS:

Required Qualifications:

- Must hold a valid Washington State Substance Use Disorder Professional (SUDP) License. Similar licenses/certifications from other states and affiliated entities such as (NAADAC) will be considered, provided the incumbent will obtain a valid Washington State credential. License should be clear of any action taken. **Incumbent will be considered if close to completion of SUD certification and state testing.**
- Requires an AA degree in Addiction Studies/Chemical Dependency and/or a minimum of 90 quarter hours specialized in alcohol/drug related courses **AND** a minimum of 24 months supervised work, and/or have been previously grandfathered in to obtain state licensing.
- Desired 2-5 years' experience working in outpatient or residential treatment settings and knowledge of standard field practices, to include Medication Assisted Treatment (MAT).
- Completion of First Aid/CPR certification upon hire.

- Completion of QHC specific certifications (HIPPA, ISSA, Confidentiality Statement, etc.) upon hire.
- Pass a Criminal Background Check.
- Pre-employment drug testing and random drug testing in accordance with the Tribal Drug and Alcohol Policy.

Minimum/Preferred Qualifications:

- Bachelors/Masters level degree in psychology, socials work, human growth and development, or other closely allied field and background preferred but not required.
- Strong familiarity with Telemedicine/Telehealth platforms to include ease of access related to service position.

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 Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Employee Health Requirements: You are required to agree that you will comply with all job-related employee health screening and immunizations prior to your first day of employment.

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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