

**Sauk-Suiattle Indian Tribe
Health & Social Services
JOB DESCRIPTION
Chemical Dependency Professional (CDP)**

OVERVIEW: Chemical Dependency Professionals (CDP) provide information, counseling, and referral services in an individual and/or group setting for assigned patients and families engaged in chemical dependency outpatient treatment services (in accordance with WAC 388-877B).

WORK LOCATION: Health & Social Services Building
SUPERVISED BY: SUD Clinical Supervisor
SUPERVISES: CDPT, if assigned
POSITION STATUS: Full-time, Benefits
SALARY LEVEL: DOE
WORK SCHEDULE: Monday—Friday 12 pm to 8:00 pm; hours may vary

ESSENTIAL FUNCTIONS OF JOB:

1. Provides substance use disorder assessments to individuals to gather information to determine if a substance use disorder exists and if there are services available to address the individual's needs.
2. Provides DUI assessment services as requested by a court to determine an individual's involvement with alcohol and other drugs and to recommend a course of action.
3. Utilizes The Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition (DSM-5) of the American Psychiatric Association as well as the current American Society of Addiction Medicine Third Edition, 2013 (The ASAM Criteria: Treatment Criteria for Addictive, Substance-Related, and Co-occurring Conditions) for admission, continued services, and discharge planning and decisions.
4. Responsible for a caseload of clients—providing individual, group, and family counseling.
5. Documents progress notes in a timely manner and before any subsequent scheduled appointments of the same type of service session or group type occur, or documentation as to why this did not occur.
6. Ensures that progress notes include the date, time, duration, participant names, and a brief summary of the session and the name of the staff member who provided it.
7. Conducts random or scheduled drug testing, reporting all positive results to the client's referral source in a timely manner.
8. Prepares current patient progress reports and completion notices and provides them to the courts, probation departments and referral sources when appropriate.

9. Follows policy and procedure and meets WAC requirements for noncompliance reporting for individuals ordered into chemical dependency treatment by a court or other appropriate jurisdiction(s).
10. Coordinates and cooperates with staff or other agencies and organizations in order to expedite treatment for each patient and for their continuum of care.
11. Completes all required Federal, State, County, and Local forms for each patient accurately and timely.
12. Maintains professional standards and follows the treatment policies and procedures of the facility, as well as of the federal, state and local regulations.
13. Designs and implements individualized service plans that are supportive of the individual's rights and are compatible with the particular culture and primary language of the individual.
14. Ensures that all patient identifying health information is maintained in a secure and confidential manner that meets or exceeds the State (RCW 710.96A.150) and Federal Laws (42 CFR Part 2 and 45 CFR parts 160 & 164).
15. Completes and maintains documentation and records to meet all applicable laws, WACS, RCW's, contracts, and all other applicable agency requirements.
16. Develops and maintains strong working relationships with courts, probation departments, attorneys, employers, and other resources.
17. When assigned an intern:
 - a. Providing direct supervision and tutoring
 - i. Provides direct supervision when a CDPT is providing clinical services to patients until the CDPT has obtained the necessary education, training, and experience.
 - ii. Must attest to the health department of the CDPT's satisfactory progress in becoming proficient in the addiction counseling competencies as listed in WAC 246-811-047 (2)(a) through (i) on forms provided by the department.
 - b. Documenting all required activities for the intern per WAC – including, but not limited to, review, sign, and date all:
 - i. Assessments
 - ii. Individualized Service Plans
 - iii. Individualized Service Plan Reviews
 - iv. Progress Notes
 - v. Discharge Plans
 - vi. Discharge Summaries
 - vii. Any other documentation entered in each patient's record by the counselor or intern
18. Actively participates and engages in clinical supervision as required.
19. Conducts self ethically and professionally at all times.
20. Attends clinical staff meetings and in-service trainings.
21. Attends training necessary to maintain Chemical Dependency Professional Certification continuing education requirements.

22. Maintains accurate and current records on each patient in accordance with Office Ally™ record system and meets or exceeds WAC 388-877-0640 record content requirement.

MINIMUM QUALIFICATIONS:

1. Must be Washington State Certified Chemical Dependency Professional.
2. Bachelor's degree in a behavioral health discipline or equivalent.
3. An equivalent combination of education and experience may be considered.
4. Must be able to pass a Criminal History Background Check.
5. Valid Washington State driver's license and proof of insurance required.
6. Ability to comply with Health Department and Tribal policies and procedures.
7. Working knowledge of Microsoft Office Software.
8. Working knowledge of TARGET data entry systems.

CONDITIONS OF EMPLOYMENT:

- This person must be of the conviction that alcoholism and drug addictions are treatable illnesses and constitute a public health problem.
- This person must sign an oath of permanent confidentiality covering all patient-related information.
- The person will have to pass a Criminal Background Check and have no history or evidence of alcohol or other drug misuse for a period of three years immediately prior to the date of employment at the Program, and no misuse of alcohol or other drugs while employed at this Program.
- Must not be on prescribed medications that may interfere with the ability to perform any task within the scope of the job description, or that is inconsistent with the mission of the agency.
- The SUD Clinical Supervisor shall sign and date the job description to affirm the validity of the information herein. The employee shall also sign and date the job description to signify compliance with the conditions of employment, minimum qualifications, and an understanding of the job responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to comply with department and Tribal policies and procedures.
- Ability to work with personal computer.
- Ability to utilize electronic health record.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to follow instructions and adhere to prescribed routines and practices.
- Ability to effectively meet and communicate with the public.
- Ability to communicate effectively with staff and organize schedules and files.
- Ability to develop and maintain relationships with professionals and contracted agencies in the community.
- Knowledge of substance use disorders and its effects on individuals, families, and communities.
- Knowledge of community resources.

- Knowledge of and culturally sensitive to the challenges of the patients at this agency.

Employee Signature

Date

Supervisor's Signature

Date