



JOB DESCRIPTION

Position Title: Chemical Dependency Professional Counselor

Program: Youth Outpatient Treatment

Location: WAPI, Local Schools

Reports: CDP Clinical Supervisor, Executive Director

Benefits: Medical and Dental after 90 days of employment

Classification: Full Time and Part-time ~ Hourly

Start Date: September 2015

Purpose: Works with clients who have substance abuse diagnosis. Provides substance abuse assessments, individual and group treatment to clients and their families, crisis services and case management services. Works cooperatively and effectively with the public and other employees.

Responsibilities:

1. Abide by ethical standards developed by the appropriate professional associations, this County and Agency, for counselor, social workers, psychologists, chemical addiction professionals. Although not inclusive, these standards require you to respect clients, maintain client boundaries and confidentiality.
2. Complete all training required by WAC and RCW's within the required time frames.
3. Be familiar with and follow Washington State and Federal mental health, substance abuse and related health laws, regulations and contractual requirements.
4. Be familiar with and follow Agency and County Personnel Policies and Procedures.
5. Maintain professional credentials required for the service being provided; including CEU credits as needed to maintain credentials.
6. Be familiar with and follow the laws of King County, State of Washington and the Federal government as they pertain to substance abuse practice.
7. Be familiar with Interagency Agreements that pertain to clinical practice.
8. Attend training to improve clinical skills. This includes training provided by King County Mental Health, Chemical Abuse and Dependency, WAPI Community Services and other qualified trainers. Provide training to staff as requested.
9. Provide individual, family and group counseling.
10. Provide substance abuse assessments, develop and implement treatment plans, provide case management referral and coordination with other allied professionals and treatment providers, to include psychiatrists, school IEP coordinators, courts, and other community-based agencies.
11. Practice standards for managed care as it applies to clinical practice.
12. Maintain high quality work and patient care and provision of all services in a culturally-sensitive manner.
13. Maintain records in accordance with requirements of state and federal laws, Department of Behavioral Health Recovery (DBHR) contracts and Agency policy. Accurately complete documents within the required time frame and provide them to the courts, probation departments, and referral sources as appropriate.
14. Have fundamental understanding of ASAM Levels and demonstrate a working knowledge of the various theoretical models of psychotherapy, behavioral counseling and other relevant Evidenced-Based Treatments.
15. Participate as a team member of this Agency by attending staff meetings and actively participating in agency meetings. Develop a positive working environment by treating agency staff members with respect and courtesy. Exercise sound judgment with problem solving and conflict resolution skills. Encourage others to achieve high levels of quality and successful working relationships. Promote team effectiveness, promoting trust, commitment, and Agency pride.
16. Attend regular supervision with the Clinical Director to maintain quality of care. May provide direct supervision of CDP Trainees and Volunteers in accordance with WAC 246-811. Evaluate progress in an ongoing manner to include evaluation of your own issues, such as counter-transference. Use time effectively. Keep appointments and be at work and at meetings on time.



17. Participate in community educational programs on chemical dependency for the general public, professional and industrial groups. Attend community meetings approved by supervisors.
18. Respond immediately to requests from staff for crisis situations in Agency. Practice appropriate crisis intervention skills. Refer individuals for follow up services as needed.
19. Perform other duties and assignments as requested by the Executive Director or Clinical Supervisor.

Qualifications:

1. Hold licensure as a Chemical Dependency Professional or Chemical Dependency Professional Trainee with the State of Washington.
2. Possess a valid State of Washington issued registration or certification to practice as a counselor, without restriction, probation, or limiting condition or threat thereof, or proof of application must be provided within 30 days of beginning employment.
3. Possess education, training or experience, which clearly demonstrate knowledge and skills related to the treatment of chemical dependency disorders.
4. Must be of the conviction that chemical dependency is a treatable illness and constitutes a public health problem, as well as endorse both chemical dependency and mental health within a recovery oriented treatment model.
5. Must be able to exercise discretion and independent judgment in all areas of job performance including adherence to appropriate professional boundaries and strict confidentiality practices in regard to client activities and documentation.
6. Able to apply clinical judgment, ethics and accountability to formulate and implement treatment plans and other clinical documentation.
7. Must demonstrate the ability to handle stressful and crisis situations tactfully and appropriately.
8. Must possess valid driver's license.
9. Is not a State or Federal (OIG) excluded provider, in any capacity for the Medicare, Medicaid, and all Federal health care programs.
10. Must be able to meet Washington State Patrol ID check pertinent to RCW 43.43.830, an act related to children.
11. Ability and willingness to work with people from disadvantaged and multi-ethnic backgrounds.
12. GAIN assessment certification.
13. No history or evidence of alcohol or other drug misuse for a period of two (2) years immediately prior to the date of employment.
14. Willingness to sign an oath of permanent confidentiality covering all client-related information and willingness to abide by the agency's standards of ethical conduct.
15. Minimum two years of experience as a CDP or CDPT.
16. Experience working with Asian Pacific Islander Youth and/or Youth of Color.

EMPLOYEE SIGNATURE: _____

Date: _____

SUPERVISOR SIGNATURE: _____

Date: _____

EXECUTIVE DIRECTOR SIGNATURE: _____

Date: _____