



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

JOB DESCRIPTION

POSITION TITLE: CHEMICAL DEPENDENCY COUNSELOR/YOUTH PREVENTION

SUPERVISOR: TUWADUQ FAMILY SERVICE CO-DIRECTORS

NATURE OF WORK: The incumbent will be providing substance abuse prevention and intervention services to adolescents and transitional age youth; ensuring compliance with alcohol and other drug programs, court orders, etc., and facilitating school based recovery support.

REPRESENTATIVE JOB DUTIES:

1. Prepare and facilitate research-based curriculum as assigned with specific attention to prevention programming with Skokomish Tribal community adolescents and transitional age youth.
2. Comprehensive case management for drug/alcohol treatment, from patient admission to discharge.
3. Assist with development, implementation and facilitation of instructional strategies as assigned in support of wrap around programming.
4. Assist in planning and implementing drug/alcohol prevention activities for the community.
5. Complete all documentation in a timely and detailed manner; including session notes and participant sign-in sheets, project management forms, curriculum/lesson plans, facilitator assessments, and other documentation/reports as required to maintain State compliance.
6. Monitor and maintains current data for outcomes as assigned.
7. Conduct bio-psycho-social assessments and summaries utilizing ASAM placement criteria, as well as develop and implement individualized treatment plans.
8. Provides data and reports required for successful monthly billing in a timely manner and collects necessary information needed to maximize funding opportunities.
9. Provide quarterly community drug/alcohol awareness education.
10. Write articles for the tribal newsletter, promoting services and increasing awareness.
11. Support Skokomish Education Services by assisting youth with homework and/or educational activities including worksheets, reading; supervise youth, providing guidance and serving as a positive role model with youth, mentoring and helping develop a sense of positive self-worth and self-efficacy.
12. Ensure all facilitated programming and activities are culturally appropriate and age appropriate.
13. Provides prompt, courteous and professional responses to all internal and external inquiries for the purpose of problem solving and providing information and/or referral.
14. Responsibilities include working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of significant resources from other departments is sometimes required to perform the job's functions. There is a continual opportunity to impact the organization's services.
15. Adhere to all federal and state confidentiality guidelines.
16. Other tasks and responsibilities as deemed necessary by management.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to establish and maintain rapport with multiple audiences as well as communicate effectively regardless of age, sex, socioeconomic, cultural or educational background
2. Proficient in oral and written communications including ability to maintain detailed records and prepare clear, concise reports and recommendations
3. Excellent analytic, organizational, and planning skills
4. Demonstrated knowledge in various computer applications and Management Information Systems: Windows XP, Word, Excel, Publisher, TARGET, PBPS, and Internet research
5. Knowledge of Federal, State, Tribal law and Court systems

6. Knowledge and skill in providing individual and group counseling services to adolescents and transitional age youth
7. Skill in developing and implementing drug/alcohol education and awareness programs.
8. Specific knowledge required to satisfactorily perform the functions of the job
9. includes: alcohol/drug abuse federal confidentiality laws; substance abuse assessment, intervention, treatment and recovery process for adolescents and families; physical development of adolescents; and mental health issues
10. Ability is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data
11. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes
12. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited.
13. Specific abilities required to satisfactorily perform the functions of the job include adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; setting priorities; and working as part of a team.

MINIMUM QUALIFICATIONS ALSO INCLUDE:

1. Current certification as Chemical Dependency Professional (CDP) from the department of health.
2. Bachelor's degree in health, human services or related field, and one year of clinical experience as a State certified Chemical Dependency Professional
3. Valid driver's license, proof of automobile insurance .pass a pre-employment drug test .and a finger print background investigation, including relevant criminal history.

Behavior standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

CONFIDENTIALITY: The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY: The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

PREFERENCE: The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

This position is at will and does not create a contractual relationship between the tribe and the employee.

APPLICATION INSTRUCTIONS

1. Application filled in completely (Do not write see resume)
2. Cover letter identify why you feel you are qualified for this position
3. Current resume and three work related references

JOB DESCRIPTION APPROVAL:

CEO: _____
 Employee: _____

Date: _____
 Date: _____