



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

VACANCY ANNOUNCEMENT

PLEASE POST

POSITION TITLE: CHEMICAL DEPENDENCY COUNSELOR

SUPERVISOR: BEHAVIORAL HEALTH SERVICES MANAGER

OPEN: OPEN UNTIL FILLED

SALARY: \$20.00- \$24.00 HOURLY 1 FTE

REPRESENTATIVE DUTIES INCLUDE: The Chemical Dependency Counselor will provide substance abuse treatment, outreach and educational services to those affected by chemical abuse while also ensuring compliance with alcohol and other drug programs, court orders, etc., while helping to create individualized rehabilitation programs for clients. Counselor will additionally collaborate with family members who must deal with an addict's struggles, as they maintain complete clinical records of their clients. This position will also be expected to help develop and implement community programs that teach the dangers of drug addictions to the community. 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 program compliance

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in health, human services or related field, and one year of clinical experience as a State certified Chemical Dependency Professional
2. Must have current certification as Chemical Dependency Professional (CDP) from the Department of Health. Preference would be to hold dual licensure as a Mental Health Therapist and a CDP. The counselor will be required to maintain this status and complete continuing education requirements throughout their employment. (Counselors with a history of personal substance abuse must have been abstinent for a minimum of three years prior to employment. Current substance abuse by any staff member will not be tolerated and will lead to employment termination.)
3. Computer literate, with knowledge of Microsoft Office Programs, and electronic medical records systems, as well as a high level of initiative in keeping current with technological change.

Behavioral 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.

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

APPLICATIONS MUST BE RECEIVED BY 5:00 P.M. Open until filled. The Skokomish Tribe's Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe's policies.

Reviewed and approved

CEO Initial: ____ Date: _____

9/28/2016