

PUYALLUP TRIBAL HEALTH AUTHORITY JOB ANNOUNCEMENT

JOB TITLE: Youth CDP Counselor
(Chemical Dependency Professional)

REPORTS TO: Treatment Center Director

TEAM: Behavioral Health Services

DEPT: Puyallup Tribal Treatment Center (PTTC)

FLSA STATUS: Exempt

GRADE: 7

OPEN DATE: May 5, 2009

CLOSE DATE: May 20, 2009

GENERAL FUNCTION: Provide counseling and case management services to youth ages 13-21 with chemical dependency issues; consisting of individual, group, family and educational services.

ESSENTIAL JOB FUNCTIONS:

- Manage a full caseload of PTHA eligible youth with alcohol/chemical dependency needs.
- Perform comprehensive assessment of patient's chemical dependency condition utilizing approved and standard testing instruments.
- Work closely with Puyallup Programs and personnel to access potential clients.
- Develop and conduct individualized treatment plans pursuant to ASAM, WAC, and Accreditation Standards, in cooperation with Tribal Court and/or representatives of other youth servicing agencies when appropriate.
- Provide one-on-one and group counseling intervention services.
- Refer patients to medical, dental, mental health, and traditional healing resources and monitor activities and effects.
- Refer patients to educational, vocational, and occupational community resources and monitor activities and effects.
- Establish and maintain electronic patient case files ensuring current quality standards as required by WAC, Accrediting Body, IHS, and other contracts.
- Interact by phone, in-person, and in writing with state agencies, judicial systems, legal resources, insurance companies, and others as required.
- Develop and present alcohol/chemical dependency educational sessions for individuals and groups.
- Actively promote healthy lifestyle options in the community.
- Plan, coordinate, and implement prevention, outreach, and community education with youth and their families.
- Maintain professional certifications and keep current on alcohol/chemical dependency counseling techniques and practices.
- Other duties as assigned.

MINIMUM REQUIREMENTS (EDUCATION AND EXPERIENCE): BA/BS in social services field required. Current Chemical Dependency Professional (CDP) license required, as per WAC 246-811. Two (2) years recent (within last 12 months) experience as a CDP or CDPT, providing alcohol/chemical dependency and/or mental health counseling. Must have minimum of one (1) year working with high-risk youth. Current certifications in CPR/First Aid required or must obtain within 6 months of hire. Must have current and valid WA State Drivers License.

KNOWLEDGE, SKILLS AND ABILITIES: Sensitivity to and knowledge of Indian customs, traditions, and culture. Knowledge of the basis for individual and family dysfunction caused by chemical dependency. Knowledge of the continuum of care phases. Knowledge of basic mental health services. Skilled at using various counseling techniques. Strong communication skills. Strong organization and time management skills. Excellent interpersonal and counseling skills. A caring approach to people and proven ability to create trusting relationships. Ability to work under stressful conditions and with unstable individuals. Excellent documentation and case management skills and knowledge. Familiarity with various referral and funding sources.

AGE SPECIFIC RESPONSIBILITIES: Must be able to demonstrate knowledge, skill and ability necessary to provide care to specific age groups served in his/her assigned area.

INFECTION CONTROL RESPONSIBILITIES: Use established procedures for handling urinalysis samples. Follow facility policies and attend in-services as appropriate.

SAFETY RESPONSIBILITIES: Follow facility policies and attend in-services as appropriate.

ROLES IN THE HAZARDOUS MATERIAL PROGRAM: Follow facility policies and attend in-services as appropriate.

ACTIVITIES UNIQUE TO THE WORK SETTING OF THIS POSITION: None.

SUPERVISORY RESPONSIBILITIES: None.

MACHINES, TOOLS, EQUIPMENT AND/OR OFFICE MACHINERY UTILIZED: Standard office equipment and computer programs.

WORKING CONDITIONS: Work is primarily performed indoors on the premises of the Puyallup Tribal Health Authority. Some evening and weekend work required. Some work activities performed off-site and will require local travel by own transportation.

PHYSICAL REQUIREMENTS: Extended periods of sitting, walking, some bending, reaching, or stretching. Keyboard operation and computer monitor viewing for extended periods. Occasional lifting (up to 20lbs) involved.

TO APPLY: A PTHA employment application is required (resume optional). Please submit completed applications to the Human Resource Department prior to the closing date. **Indian preference by law.** Phone: (253) 593-0232 ext 516 Fax: (253) 593-3479 Email: hr@eptha.com Website: www.eptha.com

PTHA-Human Resource Department
Kwawachee Counseling Center, bldg #4, 1st Floor
2209 E 32nd St
Tacoma, WA 98404

Because of the large number of applications that may be received, not everyone who applies for a vacant position will necessarily be interviewed, only those interviewed will receive notification when the position is filled or closed.

THE PTHA IS AN ALCOHOL, DRUG FREE & SMOKE-FREE WORKPLACE