



## **HOH INDIAN TRIBE**

P.O. Box 2196 • FORKS, WASHINGTON 98331  
TELEPHONE (360) 374-6582 • FAX (360) 374-5426

# Position Description

<b>Job Title</b>	Chemical Dependency Professional
<b>Department</b>	Health Clinic
<b>Reports To</b>	Director of Health Services
<b>Status</b>	Permanent / Full Time
<b>Salary Range</b>	DOQ
<b>Location</b>	Hoh Tribe Reservation

### **Summary**

This position oversees the Tribe's Chemical Dependency Program through direct chemical dependency counseling services and several treatment and prevention alternatives, coordination with and client referrals to other agencies and organizations, case management and overall understanding of policy and regulation issues regarding the program. Individual must have the ability to exercise independent judgment, initiative and maturity concerning the policies and procedures of the Hoh Indian Tribe.

### **Duties and Responsibilities** The duties of this position include, but are not limited to:

- Responsible for overseeing the daily operations and administration of the Tribe's Outpatient Treatment Program and the supervision of staff within this program.
- Provide chemical dependency treatment services and on-going case management of clients from admission to discharge from the program. Includes individualized counseling, development of individualized drug and alcohol treatment plans, family counseling, referral of client families, orienting new clients into the program, etc.
- Report client activities weekly to the Social and Health Services Director to ensure overall goals of the department and client needs are met through a coordinated departmental effort.
- Maintain client referral lists and client logs for effective case management.
- Maintain and audit files for counselors, counselor trainees and volunteers as required by WAC Chapter 275-19.
- Maintain a current recordkeeping system and coordinate recordkeeping with Social and Health Services Secretary.
- Prepare and deliver special lectures and conduct group counseling sessions on an assigned basis.
- Prepare Indian Health Service client report forms and other required reports.

- Coordinate with courts, probation officers, Law Enforcement, DOL and/or social agencies as needed.
- Maintain effective working relations and serve as liaison with outside agencies and clients in order to insure appropriate treatment outcome.
- Assist in other Social and Health Service areas such as but not limited to: education, research and treatment services coordination when necessary.
- Coordinate with other staff in planning and developing instructional strategies and programs appropriate to the needs of the population served.
- Performs other related duties as required/assigned.

## **Skills and Specifications**

- Strong verbal and written communication skills.
- Must have a working knowledge of Native American Communities.
- Must adhere to the personnel policies and drug and alcohol polices.

## **Education and Qualifications**

- Bachelor of Arts degree in counseling or a related field, or 5 years of experience as a Certified Chemical Dependency Counselor with High School Diploma or G.E.D.
- Must meet requirements for Chemical Dependency Counselor per WAC 275-19-140, WAC 246-811-010 (9), WAC 246-811-030.
- A minimum of 2 years of experience in administration and supervision preferred.
- American Indian/Alaska Native preferences apply
- Must obtain or have a Valid Washington State Driver's License
- Must submit to and clear a pre-employment alcohol and drug test, and criminal background check

Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination in selection process for this position because of race, color, age, sex, national origin, physical handicap, marital status, political membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to Native Americans and Alaskan Natives. Applicants claiming Indian preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage. All other interested persons are encouraged to apply.

Approved \_\_\_\_\_

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