



Position Available

Chemical Dependency Counselor
(\$15.40- 19.25/Hourly DOQ/DOE)

POSITION TITLE: Chemical Dependency Counselor – Jail Case Manager

FLSA STATUS: Non-Exempt

REPORTS TO: Supervisor of Community Support Services

JOB PURPOSE: Provides a range of case management service on site in the Clallam County Jail and in the community to assist in both recovery and entry into behavioral health services including mental health and chemical dependency treatment. Assures that services are congruent with age, strengths, supports and cultural framework of the individual being served. Provides chemical dependency evaluation to enrolled consumers, and chemical dependency consultations as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides assistance with jail medical intakes for formal CD/COD/MH assessments as needed
- Provides case management services to individuals in Clallam County Jail to promote recovery and ensure linkage with needed services, including behavioral health services.
- Advocates for clients with community agencies, including the courts, Prosecutor and Defense attorney.
- Communicates with medical and other community providers to coordinate care.
- Provides supportive counseling and psychoeducational services including Motivational interviewing oriented counseling.
- Provides assistance with obtaining funding and basic needs such as food, shelter, clothing and transportation as needed.
- Assisting in the development of natural support systems for inmates.
- Provides Chemical Dependency assessments to individuals who are incarcerated at the Clallam County Jail..
- Maintains familiarity with and handles client information in accordance with Federal Regulations (42 CFR, Part 2), the Revised Code of Washington (RCW 71.05.390 and RCW 71.24), and other applicable laws pertaining to confidentiality of client and staff information.
- Maintains physical security of confidential materials and assigned Agency property.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Performs relevant clinical and administrative tasks according to agency policies.
- Demonstrates proficiency in utilization of the Agency's electronic medical record system.
- Participates in team meetings and program development.
- Attends Performance Improvement Meetings on a regularly scheduled basis.
- Provides information and education to community members.
- Maintains high standards of professional conduct in interaction with clients, staff and other community members.
- Maintains professional competency through a program of professional development and in-service training.
- Demonstrates flexibility in adapting to changing work demands.
- Performs other duties as assigned or requested.

PERFORMANCE EXPECTATIONS:

- Maintains accurate, timely chart information in compliance with SBHO, State, funding source and agency quality assurance guidelines.
- Meets agency and/or grant productivity requirements.
- Meets agency expectations for documentation of services.
- Meets all contract obligations.
- Coordinate and prioritize work assignments so that tasks are completed on time and in a quality manner.

REQUIRED EDUCATION, LICENSE(S), CERTIFICATION, AND EXPERIENCE:

Education: Associates Degree in Social or Behavioral Health related field

Licensure: Chemical Dependency Professional (CDP) Credential

Experience: Two years' experience in providing chemical dependency counseling services to clients with co-occurring disorders.

KNOWLEDGE, SKILLS, AND ABILITIES:

Essential:

- Ability to multitask and effectively manage a caseload of individuals with diverse needs.
- Knowledge of the classification of substance use disorders contained in the current DSM.
- Ability to utilize chemical dependency assessment tools.
- Ability to educate clients and staff about substance use disorders and recovery.
- Understanding of current knowledge on recovery.
- Knowledge of social service delivery systems, particularly as related to older adults.
- Ability to coordinate care with multiple service providers.
- Basic knowledge of psychotropic medications and side effects.
- Ability to work independently and as an integral part of the treatment team.
- Ability to communicate effectively both orally and in writing.
- Capability to use sound judgment in problem solving and clinical intervention.
- Practice of respectful communication with clients to enhance rapport and positive outcomes.
- Ability to plan and prioritize work and meet the Agency's performance, quality assurance and productivity standards.

NATURE AND SCOPE:

Physical Demands:

- Moderate physical effort occasionally lifting up to ten pounds.
- Must be able to operate a motor vehicle.
- Must be able to tolerate sitting in a vehicle, office or community setting for the required number of hours in a work day.

Cognitive Skills:

- Advanced verbal and written communication skills.
- Must be able to enter data into a computerized electronic medical record.

Working Environment:

- May be exposed to infections and contagious diseases
- Occasionally exposed to patients exhibiting assaultive behaviors
- Able to visit with clients in office and community settings.

Working Demands:

- Frequent pressure due to schedule demands
- Contact with patients under a wide variety of circumstances
- Subject to varying and unpredictable situations
- Handles emergency or crisis situations

Principal Challenges:

- Working collaboratively with interdisciplinary staff
- Working collaboratively with clients, family members and other community members.
- Ensuring compliance with agency and funding standard for documentation and delivery of services.
- Works with a wide variety of clients with serious, persistent mental illness.

CLOSING DATE: Open until filled.

TO APPLY: Forward application to:

Amanda Hill
Peninsula Behavioral Health
118 East 8th Street
Port Angeles, WA 98362