

Grant County Job Description

Title: Chemical Dependency Professional I

JOB SUMMARY:

The Chemical Dependency Professional I is responsible for providing comprehensive counseling services for those who voluntarily seek assistance or are directed through area courts to participate in a chemical dependency education or recovery program. The CDP1 provides information, counseling, and referral services in an individual and/or group setting, for assigned clients and families to contribute to their rehabilitation and to the physical and mental health of Grant County's citizens.

DISTINGUISHING CHARACTERISTICS:

Prevention and Recovery Center (PARC) provides comprehensive countywide programs for treatment and prevention of abuse and dependency on drugs and alcohol. PARC provides counseling services, supports and facilitates medical treatment and conducts outreach programs to schools, children and other citizens for prevention of substance addiction and abuse. Counseling services may include the counseling of persons who have no chemical dependency problems, but are affected or concerned by/with another individual's problems. This position may also include conducting chemical dependency educational programs in the various communities in Grant County. This position will be required to work various hours/days of the week and is expected to work 40 hours a week.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following examples of duties and accountabilities illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position. Employee must comply with all County and department policies, procedures, WAC's, or other regulatory bodies.

1. Provides individual and/or group counseling services.
2. All Chemical Dependency Professional's are responsible for knowledge of WAC 246-811; WAC 388-877, and WAC 388-877B, 42 CFR Part 2; RCW 18.205; NAADAC Ethical Standards, and should conduct their relationships with clients accordingly.
3. Completes and maintains documentation and records to meet all applicable laws, WACs, RCWs, contracts, and all other applicable Agency requirements.
4. Meets competency level for service coding, billing requirements, and other direct service standards as established by the Agency.
5. Advocates on behalf of individuals to coordinate care internally and externally with appropriate services related to treatment goals and outcomes.
6. Develops and maintains strong working relationships with medical community, courts, probation departments, schools, and other county agencies, as appropriate.
7. Assures services are provided which support the individual's rights and are compatible with the particular culture and primary language of the individual.
8. Actively participates in training and other meetings, whether in or out of office, as requested.

EDUCATION and/or EXPERIENCE:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required:

- Associate Degree in a related field
- Meet the minimum requirements for Chemical Dependency Professional as defined in WAC 246-811
- Strong attention to detail and accuracy

- Demonstrated knowledge of applicable laws and regulations governing the practice of substance abuse/dependency treatment
- Strong written and spoken communication skills
- Personal computer operations experience

Preferred:

- Bachelor's Degree
- Two years of related experience and/or training
- Spanish Bilingual/Bicultural
- Knowledge of County and Agency policies and procedures

These skills and abilities typically are acquired through a combination of experience and training. Experience may be substituted for education.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Washington State Driver's License: Must have a safe reliable vehicle with proof of automobile insurance
- Background Check: Must have an acceptable background report, at time of hire and every three years afterward
- Driving Abstract: Must have an acceptable driving report
- Washington State Chemical Dependency Professional Certification: Must maintain an active certification

PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB:

Physical Abilities: Physical abilities are primarily those required of an office or administrative position: the ability to walk, sit, write, hear, and speak; operation of office equipment, including, but not limited to phone, copy machine, fax machine, computer; typing on keyboard. Specific vision abilities required by this job include close and distance vision, peripheral, depth perception. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Although not the primary focus of this position, GrIS facilities provide clinical services so all positions may be exposed to potentially verbally and physically aggressive individuals and/or environments, as well as exposure to blood, body fluids or tissues

Working Conditions: Work is primarily performed in an office setting but may include any of the Grant Integrated Services offices as well as various work locations, including schools, jails, client's homes, or community locations. Because of the variance of location, the employee may be exposed to varying temperature, odors or vapors, sub-sanitary environments (pets, second-hand smoke), and weather.