



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Chemical Dependency Professional (CDP)  
Lummi Counseling Services (LCS)

**OPEN:** November 26, 2019

**EXEMPT:** No

**SALARY:** (9) \$25.09 -\$28.10 p/h DOE

**SHIFT:** Day

**LOCATION:** LCS Building

**DURATION:** Regular Full Time

**CLOSES:** December 12, 2019

**JOB CODE:**

**DIVISION:** Behavioral Health

**DEPARTMENT:** Lummi Counseling Services

**SUPERVISOR:** Clinical Supervisor

**VACANCIES:** 1

**JOB SUMMARY:** Under the direction of the LCS Clinical Supervisor the CDP will provide outpatient chemical dependency services in an individual and group setting. Client service functions performed by counselor include screening for eligibility, intake to program, orientation to program goals and rules, client assessments, crisis interventions, client education, referrals, report and record keeping, consultation with other professionals in regards to client treatment services, and ADIS.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Provide outpatient treatment that includes Intensive Outpatient (IOP), Aftercare, Relapse Prevention, ADIS, and Individual Counseling to chemical affected individuals encouraging family participation in their recovery.
2. Provide assessments and screening for clients that need inpatient treatment to ensure what funding source the client is eligible for coverage. Make arrangements for inpatient treatment and travel arrangements.
3. Maintain current file documentation providing case management according to DBHR, Target and Lummi Counseling Services documentation requirements.
4. Submit monthly client compliance reports including AA/NA/ HA attendance, individual sessions, group participations, and urine drug testing results.
5. Participate in mandatory scheduled meetings for case management; share client progress or problems with individual treatment plan; receive caseload direction.
6. Responsible for continuum of care based on individual treatment needs and documented progress by maintaining updated treatment goals and progress notes.
7. Make referrals to appropriate resources including self-help support groups and other agencies that address needs of the client and are beyond the scope of services of Lummi Counseling Services.
8. Meet regularly with clinical supervisor regarding case management and clinical file management.
9. Ensure that all information and data provided by client shall comply with all state and federal requirements regarding confidentiality under the HIPAA Regulations.
10. Conduct assessments on clients using criteria with the following testing tools: SASSI, Alcohol and Drug Questionnaire, MAST and DSM V Clinical Assessment of Chemical Dependency.
11. Educate client of chemical dependency disease concept and methods of recovery by utilizing available videos and literature and encouraging participation in wellness activities.

12. Follow requirements, procedures and deadlines for client file information to be processed and reported in a timely manner as required by DBHR and Lummi Counseling Services.
13. Other duties as assigned by supervisor

**MINIMUM QUALIFICATIONS:**

- AA Degree *preferred*
- 3 years experience working as a CDP.
- Must possess WA State certificate and license as Chemical Dependency Professional
- 3 years experience working as a chemical dependency professional.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Experience working with Native American adults, adolescents, and children preferred.
- Computer skills and able to write a report that is concise and legible.
- Knowledge of reporting requirements for probation, children services and transitional housing.
- Ability to establish and maintain a professional working relationship with co-workers and clients.
- Ability to communicate effectively both orally and in writing
- Knowledge of recording client information and record keeping into MethaSoft computer system as required by Lummi Counseling Services
- Ability to maintain strict confidentiality at all times.

**REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires extensive Criminal Background Check.
- Must be a positive role model; no dysfunctional habits, attitudes or actions.
- Must be culturally and spiritually sensitive to targeted Native American population.
- Must be physically fit and mentally capable of driving long distance to deliver clients to inpatient treatment when needed.
- Must have HIV/AIDS and Airborne pathogens 8 hour training or willing to take the next available class.
- Must maintain certification by attending required training and earning required CEU's.
- Must adhere strictly to chain of custody regulations when transporting incarcerated clients to and from treatment.
- Must have a clear tuberculosis skin screen result

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.