



Chemical Dependency Professional - Health Program Specialist 1

1101 West College Avenue • Spokane, WA 99201-2095 (phone) 509.324.1506 • (fax) 509.324.3604 • (TTY) 509.324.1464

*Spokane Regional Health District is a "Tobacco Free" Workplace

An Equal Opportunity, ADA Compliant Employer
Veterans and persons of disability encouraged to apply

EMPLOYMENT BULLETIN: JOB #17-42

OPENS: June 9, 2017

DIVISION: Treatment Services

SCHEDULE: Full-time (40 hr./wk.) regular. This position requires the ability and willingness to work early morning shift with a start time of 5:30 - 6:00 a.m. as well as regular rotations of Saturday morning clinics

This registry may also be used for any additional HPS1 positions with similar qualifications which may occur in the next 6 months.

SALARY RANGE: \$3591.42 - \$4583.70 per month. This is the full salary range for the position not including longevity pay. Starting salary will normally be \$3591.42 per month. Position includes a generous benefits package.

REQUIRED APPLICATION DOCUMENTS (incomplete applications or those missing required documents may not be considered):

- Fully Completed SRHD Application
- Background check form
- Cover Letter
- Resume

POSITION DESCRIPTION:

- Provides chemical dependency counseling and case management services to patients on the Opioid Treatment program.
- Maintains patient files in compliance with County, State and Federal regulations.
- Assists in the operation of the Opioid Treatment program dosing clinic, with a Saturday rotation.

MINIMUM QUALIFICATIONS:

Required Education/Experience:	
<ul style="list-style-type: none"> • Bachelor's degree in Alcohol/Drug studies, Social Work, Public Health or closely related field, • Two (2) years of experience in the substance abuse field. 	
Desired Education/Experience:	
<ul style="list-style-type: none"> • Master's Degree in counseling or social work can substitute for experience. 	
Required Licenses:	
<ul style="list-style-type: none"> • Active valid license to practice as a Chemical Dependency Professional (CDP) in the State of Washington 	
Required Immunizations	
<ul style="list-style-type: none"> • MMR (Measles, Mumps, Rubella) • Tdap (Tetanus, Diphtheria, Pertussis) • Varicella (Chicken Pox) 	<ul style="list-style-type: none"> • Hepatitis B • Influenza
Required Knowledge, Skills and Abilities:	
<ul style="list-style-type: none"> • Ability to deal calmly with stressful situations • Strong de-escalation skills • Knowledge of Federal guidelines and State regulations for Opioid Treatment Program • Ability to maintain therapeutic relationships on an ongoing basis • Working knowledge of Microsoft Office including Word, Excel, and Outlook. • Ability to learn and work in an Electronic Health Record system 	

For a detailed position description and application form, visit us at www.srhd.org or contact the office of Human Resource Services by mail or phone. Please see reverse side for additional application information.

This position is represented by Professional and Technical Employees union.

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MAJOR RESPONSIBILITIES:

- Provide individual and group counseling services to Opioid Treatment patients and their families
- Support patients in setting appropriate goals based on individual needs and assessments.
- Provide case management services to patients enrolled in the program
- Conduct patient assessments and placement referrals to appropriate level of care.
- Participate in multidisciplinary treatment team meetings and case staffing
- Provide oversight of clinic waiting area ensuring a safe environment, supportive of program objectives as needed.
- Monitors UA's/BA's as needed and assisting with other patient needs.
- Maintains a record keeping system for contacts and referrals. Encourages follow-up on referrals.
- Provides community education presentations as requested
- Partakes in educational offerings to enhance treatment program
- Acts as liaison with the community physicians, hospitals, health care providers, and social services in regards to the needs of the Opioid Treatment Program patients
- Participates in quality improvement and logic models for program evaluation
- Maintains HIPAA and 42 C.F.R. Part 2 confidentiality

ENVIRONMENTAL FACTORS:

- Indoors, sedentary with 8 hours/day sitting or standing
- Outdoors, with 1 hours/day walking or standing
- 2-3 hours per day keyboarding or typing at a computer terminal
- Ability to work outdoors in various climates (rain, snow, wind, sun, etc.)
- Ability to navigate client sites (unpaved walkways, stairs, narrow hallways, etc.) on an occasional basis
- Communication skills to interact effectively with people
- Comprehend and process verbal communication
- Visual acuity to read small print
- Ability to discern odors.
- Ability to bend, twist and stoop, and carry up to 25 pounds on an occasional basis.
- Ability to type, file, and complete forms with or without accommodation
- Ability to operate a vehicle or otherwise access multiple sites in a timely manner
- Ability to maintain composure in stressful situations

The work environment characteristics described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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