



## **SWINOMISH INDIAN TRIBAL COMMUNITY**

11404 Moorage Way  
La Conner, Washington, 98257-0817  
Phone (360) 466.3163 | Fax (360) 466.5309

# **JOB DESCRIPTION**

## **Chemical Dependency Professional**

### **GENERAL FUNCTION**

The Chemical Dependency Professional is the agent for providing services to patients, whether on a one-to-one or on a group basis. Services are given to the individuals with chemical dependency related problem and to their families. This person will report to the Wellness Program Clinical Director.

### **REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or logical assignment to the position.

1. Provides up to 120 hours per month of direct counseling and case management services to patients; consisting of individual, group, family and educational services; including assessment, counseling and aftercare services.
2. Maintains qualification as CDP.
3. Leads discussions and presents lectures and films form group sessions.
4. Maintains professional standards and follows the treatment policies of the agency, federal, state, and local regulations.
5. Follows up on treatment programs designed for and undertaken by each patient.
6. Coordinates and cooperates with the staff of other agencies and organizations in order to expedite treatment for each patient.
7. Completes in a timely manner all of the required forms for each patient.
8. Maintains accurate and current records on each patient in accordance with a problem oriented records system and according to the agency's procedure for patient records.
9. Prepares current patient progress reports and completion notices and provides them to the courts, probation departments, and referral sources as appropriate and timely.
10. Participates in community educational programs on chemical dependency for the general public, professional and industrial groups.
11. Performs other related tasks as assigned by the Wellness Program Director.

## Other Duties

Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

## MINIMUM REQUIREMENTS

- Minimum of a high school diploma or equivalent; and qualifies as a Chemical Dependency Professional (CDP).
- Not have a history of alcohol or other drug misuse for a period of three years before employment as a CDP and not display evidence of misuse of alcohol or other drug while licensed as a CDP and employed by Swinomish Wellness Program. Not be on prescribed medications that may interfere with the ability to perform any task within the scope of the job description, or that is inconsistent with the mission of the agency.
- Must be able to pass a Washington State Criminal Background check, and meet the minimum standards of character as mandated by the Indian Child Protection and Family Violence Prevention Act, prior to employment.
- Understands and adheres to state (RCW, WAC) and federal confidentiality regulations (42 CFR part 2).
- Conducts self ethically and professionally at all times.
- Knowledge of and culturally sensitive to the challenges of the patients at this agency.
- This person must sign an oath of permanent confidentiality covering all patient-related information.
- Must be of the conviction that chemical dependency is a treatable illness and constitutes a public health problem.

## APPLICATION INSTRUCTIONS

- Download an Application at <http://www.swinomish-nsn.gov/resources/human-resources.aspx> or request an **Application Packet** by calling (360) 466-1216, (360) 466-7353 or e-mail to [airedwards@swinomish.nsn.us](mailto:airedwards@swinomish.nsn.us) or [gcerrillo@swinomish.nsn.us](mailto:gcerrillo@swinomish.nsn.us)
- Include a **cover letter** identifying why you feel you are qualified for this position.
- Complete the Swinomish Tribal Community application form; **do not write, "see resume on the application"**.
- **Return the application, along with the cover letter and resume to Human Resources:**

**Swinomish Tribal Community  
Human Resource Office  
11404 Moorage Way  
La Conner, WA. 98257**

Consistent with practices on federally recognized Indian Tribes, Native American hiring preference may apply. The policies of the Swinomish Tribal Community apply to all employees. All offers of employment are contingent on the successful completion of a drug and alcohol screening. This position involves regular contact with or supervision over Indian

children and a successful applicant must meet minimum standards of character based on a background check.