

Open Positions as of 8/28/17

Updated Positions

Psychiatric Advanced RN Practitioner – Aberdeen, WA - Posting #17-047

Major Duties:

This position is responsible for conducting psychiatric assessments; assessing physical health needs; making appropriate referrals to community physicians; and providing management and administration of medication in conjunction with the psychiatrist. In fulfilling these duties, the incumbent performs the following duties:

- Provide service coordination for clients including participation with the individual treatment teams (ITT);
- Participate in and conduct parts of the client-centered comprehensive assessment of psychiatric history (e.g., onset, course and effect of illness, past treatment and responses, and risk behaviors), mental status, and diagnosis; physical health and dental health; use of drugs or alcohol; education and employment; social development and functioning; activities of daily living (e.g., self-care, living situation, nutrition, money management); and family structure and relationships;
- Document client progress in a permanent record of client activity according to established methods and procedures;
- Participate in staff meetings and treatment planning review meetings;
- Take the lead role or participate in providing medication administration and medical services;
- Organize and manage the system of getting medication to clients and integrating medication administration into clients' individual treatment plans;
- Manage pharmaceuticals and medical supplies;
- Coordinate, schedule, and administer medical assessments of client physical health, making appropriate referrals to community physicians for further assessment and treatment, and coordinate psychiatric treatment with medical treatment;
- Provide ongoing assessment of clients' mental illness symptoms and clients' response to treatment. Make appropriate changes in treatment plans to ensure immediate and appropriate interventions are provided in response to changes in mental status or behavior which put clients at risk;
- Provide symptom education to enable clients to identify their mental illness symptoms;
- Provide direct clinical services to clients on an individual, group, or family basis in the office and in community settings to teach behavioral symptom-management techniques to alleviate and manage symptoms not reduced by medication and to promote personal growth and development by assisting clients to adapt to and cope with internal and external stresses;

- Provide individual treatment in the office and in community settings in a stage-based treatment model that is non-confrontational, considers interactions of mental illness and substance abuse, and has client-determined goals;
- In coordination with the other registered nurses on the team, assist and support clients to have and effectively use a personal primary care physician, dentist, and other medical specialists as required;
- Must have a strong commitment to the right and ability of each person with a severe and persistent mental illness to live in normal community residences; work in market jobs; and have access to helpful, adequate, competent, and continuous supports and services. Skills and competence to establish supportive trusting relationships with persons with severe and persistent mental illnesses and respect for client rights and personal preferences in treatment are essential;
- In coordination with Chief Clinical Officer, provide training to Lifeline employees regarding specific subject areas related to expertise;
- Support and implement agency policies and procedures.
- Other duties as assigned.

Position Requirements:

- Master's degree in psychiatric mental health nursing;
- Licensed as a Washington State Advanced Registered Nurse Practitioner;
- Carry American Nurses Credentialing Center (ANCC) certification;
- At least one year of work experience in an inpatient or outpatient psychiatric setting is preferred;
- Attend weekly supervision meeting;
- Ability to communicate clearly both verbally and in writing;
- Great attendance;
- Ability to work well with others.
- Ability to accurately complete all tasks as assigned;
- Maintain high level of confidentiality with any and all information acquired;

*** This is a part time position.**

Salary: DOE

Chemical Dependency Professional – Residential - Posting #17-038

Major Duties:

The CDP(T) provides counseling and case management services for clients. The CDP(T) supports daily management of treatment activities, in providing these services; the incumbent performs the following duties independently:

- Collaborates with the supervisory staff and Program Director, other senior staff members, and other counselors in building and maintaining an engaging treatment environment that motivates clients to focus on problematic behaviors, and teaches clients more productive coping strategies;

- Assesses the psychosocial functioning of assigned clients and develops individualized treatment plans;
- Apprises team members of specific treatment plans and intervention strategies so that therapeutic consistency can be maintained;
- Leads treatment groups according to agency treatment guidelines;
- Develops discharge/aftercare plans and makes appropriate referrals for follow-up care;
- Documents relevant clinical information including treatment plans, treatment reviews, progress notes, and discharge summaries;
- Provides crisis intervention services, information, and referrals to clients and their family;
- Provides motivational counseling to collaterals to encourage participation in family support programs;
- Teaches specialized treatment concepts to client groups according to agency treatment schedule;
- Trains junior staff, trainees, and students in didactic presentations;
- Provides complete and accurate written and oral formats regarding the course of treatment to families, referral sources, and legal representatives;
- Recommends and participates in the development, design and documentation of policies, procedures, and activities for the agency;
- Conducts alcohol/drug assessments pursuant to WAC 388-877, or its successor;
- Assumes responsibility for unit management in the absence of supervisory staff;
- Other duties as assigned.

Position Requirements:

- Must possess a valid Washington State Department of Health CDP credential (CDP preferred, minimum of CDPT required) at time of hire;
- Knowledgeable in a wide variety of therapeutic approaches and ability to set and maintain therapeutic limits;
- Capable of functioning autonomously while maintaining continuous communication with other staff members;
- Knowledge of the stages of human personality development including cultural, social, and psychological factors affecting individuals and families involved with chemical use;
- Knowledge of the various theories, forms, stages, and manifestations of addictive behavior, awareness of socio-cultural barriers to change, and an in-depth knowledge of alternative coping mechanisms to replace the use of chemicals;
- An in-depth understanding of the theory and practice of individual and group treatment to facilitate client self examination, expression of feelings, insight development, problem solving, and motivation to develop a chemically free lifestyle;
- Ability to instruct other Chemical Dependency Professional trainees in treatment planning, clinical teamwork, clinical record keeping, and counseling skills, in accordance with agency and DBHR established procedures;
- Must be able to effectively use Microsoft Office Suite;
- Excellent attendance and a self-starter;
- Ability to communicate clearly verbally and written;
- Works well with others.

Salary: DOE

Electronic Health Record Specialist – Posting #17-046

Major Duties:

The Electronic Health Record Specialist (EHRS) works closely with the IT Supervisor and is responsible for supporting all users of the Electronic Health Record System (EHR); They will study and be up-to-date on value based programs and other necessary quality reporting guidelines; coordinating, training, and implementing guidelines for staff to ensure successful system-driven attestation and quality measurement performance. The EHRS will gain a proficient understanding of the current and future technological landscape in healthcare to support the organization in system adoption and identify system enhancements that improve patient care.

- Design and execute educational activities for end-user training focused on Quality Programs;
- Primary Trainer for all Quality Program Initiatives;
- Promote awareness of the Electronic Health Record system by utilizing various communication techniques including, but not limited to, creating handouts/flyers, and web-based notifications;
- Participate in design sessions for system development;
- Maintain all training databases and develop methods to include identified issues in training documents;
- Train and coach end-users, super-users, and support staff for optimization initiatives;
- Develop detailed Quality Program curriculum content that includes, but is not limited to, leader/student guides, quick reference materials, job aids, scripts, and workflow scenarios;
- Collaborate with Management on resolving any specific problems and providing configurations to programs as necessary;
- Provide help-desk level support to the EHR system, including user login issues, system down reporting, and troubleshooting;
- Find adequate measures within the appropriate systems for tracking and reporting measures, and then communicate results regularly to Directors for a clear picture of performance;
- Collaborate with both IT and other staff, collecting, clarifying, and translating requirements into documentation and conceptual design from which solutions are determined;
- Lead data reporting efforts with funders and public entities, including direct oversight of data transfer and translation processes;
- Communicate with the EHR vendor, coordinating with vendor personnel for updates and other improvement processes;
- The Specialist will assist directors and supervisors in training and developing EHR module super users;
- Establish the standards for excellence in EHR technology use and coordinate appropriate specialized training with managers and staff as needed;
- Other duties as assigned.

Knowledge and Skills Required By the Position:

- Bachelor degree, or 5 years' experience working directly with electronic health records required;
- Masters in Business, Education, and/or HealthCare Administration, preferred;
- Two to three years' experience required in ancillary and clinical training of electronic health records;
- Ability and willingness to obtain certification in EHR system management;
- Ability to work both independently and/or collaboratively with a team;
- Excellent verbal and written communication skills;
- Ability to accept accountability for assignments, timeliness, and quality of work;
- Familiarity with Carelogic EHR preferred, but not required.

Salary: DOE

Youth Chemical Dependency Professional – Posting #17-045

Major Duties:

The Youth CDP(T) provides identification, assessment, counseling and case management services for District Students in a school-based setting. The Youth CDP(T) supports daily management of treatment activities, in providing these services; the incumbent performs the following duties independently:

- Collaborates with the school staff and administration as well as Lifeline supervisory staff and Program Director and other staff members, as part of cohesive treatment team in an educational environment that motivates students and families to focus on problematic behaviors, and teaches clients more productive coping strategies;
- Assesses the psychosocial functioning of identified students and develops individualized treatment plans;
- Apprises team members of specific treatment plans and intervention strategies so that therapeutic consistency can be maintained;
- Leads treatment groups according to agency treatment guidelines;
- Develops discharge/aftercare plans and makes appropriate referrals for follow-up care;
- Documents relevant clinical information including treatment plans, treatment reviews, progress notes, and discharge summaries;
- Provides crisis intervention services, information, and referrals to students and their families, while collaborating with school district administrative, counseling and educational staff;
- Provides motivational counseling to collaterals to encourage participation in family support programs;
- Teaches specialized treatment concepts to student groups according to agency treatment schedule;
- Trains school staff, trainees, and students in didactic presentations;
- Provides complete and accurate written and oral formats regarding the course of treatment to families, school district, referral sources, and legal representatives;
- Recommends and participates in the development, design and documentation of policies, procedures, and activities for the agency;

- Conducts alcohol/drug assessments pursuant to WAC 388-877, or its successor;
- Assumes responsibility for unit management in the absence of supervisory staff;
- Other duties as assigned.

Knowledge and Skills Required By the Position:

- Must possess a valid Washington State Department of Health CDP credential (CDP preferred, minimum of CDPT required) at time of hire;
- Knowledgeable in a wide variety of therapeutic approaches and ability to set and maintain therapeutic limits;
- Capable of functioning autonomously while maintaining continuous communication with other staff members;
- Knowledge of the stages of human personality development including cultural, social, and psychological factors affecting individuals and families involved with chemical use;
- Knowledge of the various theories, forms, stages, and manifestations of addictive behavior, awareness of socio-cultural barriers to change, and an in-depth knowledge of alternative coping mechanisms to replace the use of chemicals;
- An in-depth understanding of the theory and practice of individual and group treatment to facilitate client self-examination, expression of feelings, insight development, problem solving, and motivation to develop a chemically free lifestyle;
- Ability to instruct other Chemical Dependency Professional trainees in treatment planning, clinical teamwork, clinical record keeping, and counseling skills, in accordance with agency and DBHR established procedures;
- Must be able to effectively use Microsoft Office Suite;
- Excellent attendance and a self-starter;
- Ability to communicate clearly verbally and written;
- Works well with others.

Salary: DOE

Care Navigator – Posting # 17-042

Major Duties:

This position provides care coordination to community patients. Care Navigators are designed to provide education and support to patient around medication assisted treatment (MAT) services. In fulfilling these duties, the incumbent performs the following duties independently:

- Care Navigator will educate community partners about MAT services;
- Will coordinate with community partners around referrals to MAT services;
- Will screen individuals to determine the need for MAT services;
- Care Navigator will meet ongoing both in person and telephonically to support individuals who are engaged in MAT services;
- Coordinating with the authorizing and health care or social service entities as necessary to maintain self-care and support the patient's goals;

- Should facilitate successful transition of care from community partner to MAT outpatient settings. Supporting discharge instructions, coordinating with specialty and primary providers, reviewing care environments, ensuring medication is understood and used appropriately;
- Care Navigator will document patient progress and recommendations in the electronic health care system. All in person and telephonic encounters will also be documented;
- Gather required data and report data to necessary staff;
- Other duties as assigned.

Knowledge and Skills Required By the Position:

- Possess a bachelor's degree in a related social service field.
- Above average Microsoft Office skill set
- Experience working within health systems
- Experience with underserved, recovery and mental health populations
- Familiarly in Motivation Interviewing technique
- Strong communications skills

*There are 2 Full Time positions available for our Vancouver, WA location.

* There is 1 Full Time position available for our Aberdeen, WA location.

Salary: DOE

Medication Assisted Treatment Program Director – Posting # 17-040

Major Duties:

This position is responsible for oversight of all medical services delivered in the Medication Assisted Treatment (MAT) program at Lifeline Connections. The Director will organize, direct, supervise and evaluate the MAT program medical components, services and take responsibility for all medical MAT personnel employed by Lifeline Connections. The Director position ensures superior medical and clinical outcomes for Lifeline patients through implementations of an effective on-going program to measure, assess and improve the quality of MAT services. In addition, the Director is responsible for the MAT department compliance with Federal, State and local regulations with focused attention to WAC compliance and will create, implement and monitor a budget for MAT services. In fulfilling these duties, the incumbent performs the following duties independently:

- Coordinate MAT medical services with internal Program Directors, community partners and other necessary personnel;
- Aid in development of new programs;
- Develop and assist with the development of MAT policies and procedures;
- Ensure the maintenance of records and reports concerning MAT services;
- Direct orientation, training, recruit and retention of MAT personnel;
- Maintain physicians' schedules to ensure daily coverage;
- Triage of all medical complaints prior to request of outside service;
- Ensure necessary equipment, supplies, and staffing is available for the delivery of all prescribed medical care;
- Direct supervision of the daily operations of the MAT program; and

- Provide ongoing teaching and training to all Lifeline Employees on issues regarding MAT services including required trainings.
- Other duties as assigned.

Knowledge and Skills Required By the Position:

- Current WA state LPN license required;
- Current WA state RN license preferred;
- Must demonstrate excellent management skills;
- Must be able to adapt to a flexible fast paced work environment;
- Have the ability to relate positively, communicate effectively and appropriately with residents, families, community members and other facility staff;
- Possess special interest in and a positive attitude about working with behavioral health treatment;
- Ability to communicate clearly both verbally and in writing;
- Great attendance;
- Ability to work well with others; and
- Meets all requirements as required by law.

Salary: DOE

Facilities Supervisor — Posting #17-037

Major Duties:

This position is responsible to oversee a variety of purchasing duties ensuring orderly and timely delivery of materials from vendors; assist in negotiating non-complex contractual arrangements between Lifeline Connections and selected vendors committing to funds authorized. In fulfilling these duties, the incumbent performs the following duties independently:

- Inspect all invoices and receiving reports to determine if quantity ordered matches quantity received;
- Review prices and payment terms to ensure agreement with purchase order and dispose of discrepancies;
- Maintain interface with vendors to ensure the procurement of high quality goods and services , and to ensure expedient, dependable delivery at optimum price, referring problems involving deliveries or invoices to the Chief Financial Officer for resolution;
- Assist in negotiating non-complex contractual arrangements between Lifeline Connections and selected vendors committing agency funds up to authorized limits;
- Place orders and handle routine purchase orders;
- Assist in analyses of markets to determine vendor sources and product availability;
- Keep abreast of market fluctuations affecting prices; inform Chief Financial Officer of new product development;
- Respond to facilities-related helpdesk requests, including performing minor repairs and facilities work and coordinating with Clark County or other contractors to perform needed and approved work;
- Prepare and process various forms involving change orders, bid requests, and other buying procedures; price requisitions as required.
- Process and distribute incoming and outgoing mail;
- Maintain supplies of stationary, copy paper, forms, etc;

- Supports and implements agency policies and procedures;
- Serve as Fleet Manager for all agency vehicles, including management of repairs, maintenance, and staff training;
- Provide key operator services for office equipment including copiers, printers, and fax machines, etc;
- Other duties as assigned.

Requirements of Position:

- High School diploma or equivalent;
- Minimum of one year experience in a purchasing and/or clerical capacity;
- Thorough knowledge of the agency word processing and data base system;
- Ability to produce accurate reports, forms, etc;
- Current unencumbered driver license;
- Current food handlers card preferred;
- Ability to communicate clearly;
- Good attendance; and
- Ability to work well with others.

Salary: DOE

Recovery Coach – On-Call – Posting #17-036

Major Duties:

The Recovery coach works under the supervision of the Sobering Supervisor. This position provides community based recovery support services to agency clients. In fulfilling these duties, the incumbent performs the following duties independently:

- Attend required meetings with Sobering supervisor
- Ability to work with a diverse population and cultural backgrounds
- Complete all required documents
- Have good listening skills and be a good team player
- Ability to support clients in achieving long term recovery
- Be self-motivated
- Other duties as assigned.

Requirements of Position:

- High school diploma or equivalent required;
- Completed the CCAR Recovery Coach Academy training, including the ethics and boundary training;
- In successful recovery for 2 or more years;
- Current unencumbered driver's license and proof of current care insurance required;
- Good verbal and written communication skills;
- Great attendance;
- Ability to work well with others and ability to work independently;
- Good ethical decisions both in office and community setting.

*This in an on-call position.

Salary: DOE

Administrative Assistant – Camas – Posting # 17-032

Major Duties:

The Administrative Assistant position works under the supervision of the Accounting Supervisor. This position provides assistance and support to patients seeking treatment placement. In fulfilling these duties, the incumbent performs the following duties independently:

- Ensures a safe environment that promotes recovery for patients;
- Assist patients as needed with necessary documentation needed for treatment;
- Will work as part of the agency treatment team;
- Alert necessary staff members of what is needed for each patient;
- Work as part of the billing unit, functioning as a team to ensure proper services are received by each patient;
- Provide advocacy and assist in facilitating access to necessary community resources;
- Contact insurance companies for explanation of benefits (if applicable);
- Complete data entry of necessary documentation needed for billing;
- Maintain complete and up to date files that document all services and contacts provided consistent with the requirements of WAC and agency policy;
- Input necessary documentation needed for billing purposes;
- Supports and implements agency policies and procedures; and
- Other duties as assigned.

Knowledge and Skills Required By the Position:

- High School diploma or equivalent required;
- Current CNA or MA credential in the state of Washington preferred;
- College coursework preferred;
- Minimum of one year experience in a clerical capacity;
- Thorough knowledge of agency word processing and data base systems;
- Ability to produce accurate reports, forms, etc.;
- Ability to maintain composure when interacting with uncooperative or aggressive people;
- Ability to problem solve;
- CPR/1st Aid Certification required for residential unit staff members;
- Ability to communicate clearly both verbally and in writing;
- Great attendance;
- Ability to work well with others.

Salary: DOE

Admissions Specialist – Posting #17-031

Major Duties:

The Admissions Specialist position works under the supervision of the Admissions Supervisor or Program Manager. This position provides assistance and support to clients seeking treatment placement. In fulfilling these duties, the incumbent performs the following duties independently:

- Coordinate and schedule admissions;
- Conduct preadmission reviews of potential patients in a timely manner;
- Document all pertinent information received during the inquiry process and communicate with other appropriate staff for admission decisions;
- Verify insurance eligibility and benefits for all potential admissions;
- Data enter demographics and insurance data into billing software;
- Provide tours of the facility;
- Complete preliminary paperwork with new admissions and collect co-pays and deductibles;
- Work with community resources to place individuals in treatment;
- Maintain census and databases related to admissions.
- Maintain files that document all services and contacts provided consistent with the requirements of WAC and agency policy;
- Ensures a safe environment that promotes recovery for clients;
- Supports and implements agency policies and procedures; and
- Other duties as assigned.

Requirements of Position:

- High School diploma or equivalent required;
- College coursework preferred;
- Minimum of two year experience in a clerical capacity;
- Knowledge of health insurance, Medicaid and Medicare
- Motivated team member with good organizational skills
- Able to relate professionally and positively with billing department and treatment teams;
- Previous Chemical Dependency or Mental Health experience preferred;
- Thorough knowledge of agency word processing and data base systems;
- Ability to maintain composure when interacting with uncooperative or aggressive people; good customer service skills.
- Ability to problem solve;
- Ability to communicate effectively and consistently both verbally and in writing;
- Ability to produce accurate reports, forms, etc.;
- Great attendance;
- Ability to work well with others.

Salary: DOE

Peer Support Specialist - Posting # 17-014

Major Duties:

The Peer Support Specialist works under the supervision of the Program Manager. This position provides community based mental health services to agency clients. In fulfilling these duties, the incumbent performs the following duties independently:

- Provide peer counseling and support, drawing on common experiences as a peer, to validate clients' experiences and to provide guidance and encouragement to clients to take responsibility and actively participate in their own recovery.
- Serve as a mentor to clients to promote hope and empowerment.

- Act as an interpreter to help non-mental health consumer team members better understand and empathize with each client's unique and subjective experience and perceptions.
- Provide expertise and consultation from a mental health consumer perspective to the entire team concerning clients' experiences on symptoms of mental illness, the effects and side-effects of medications, clients' responses to and opinions of treatment, and clients' experiences of recovery.
- Collaborate with the team to promote a team culture in which each client's point of view, experiences, and preferences are recognized, understood, and respected, and in which client self-determination and decision-making in treatment planning are maximized and supported.
- Help clients identify, understand, and combat stigma and discrimination associated with mental illness and develop strategies to reduce self-stigma.
- Help other team members identify and understand culture-wide stigma and discrimination against people with mental illness and develop strategies to eliminate stigma within the team.
- Collaborate with the team to ensure the protection of clients' rights in order to help clients to improve their knowledge of client rights and grievance or complaint procedures.
- Collaborate with the team to help clients learn about pertinent grievance procedures and support clients with filing, mediating, and resolving complaints.
- Increase awareness of and support client participation in consumer self-help programs and consumer advocacy organizations that promote recovery.
- Serve as the liaison between the team and consumer-run programs such as self-help groups and drop-in centers.
- Shared duties in the provision of treatment and substance abuse services.

Position Requirements:

- High school diploma or equivalent required; College degree in a social science preferred;
- Possess certification as a Certified Peer Support Specialist consistent with WAC 388-865-0107 and disclose self to be a consumer of mental health services;
- Current Washington State Department of Health counselor credentials required;
- Familiarity with Washington State regulations related to the provision of mental health services (RCW 71.05) and chemical dependency services (WAC 388-877);
- Current unencumbered driver license and proof of current car insurance required;
- Good verbal and written communication skills;
- Great attendance; and
- Ability to work well with others.

Salary: DOE

Chemical Dependency Professional – Posting #17-016 – Full time - Eastridge

The CDP(T) provides counseling and case management services for outpatient clients. The CDP(T) supports daily management of treatment activities, in providing these services; the incumbent performs the following duties independently:

- Collaborates with the supervisory staff and Program Director, other senior staff members, and other counselors in building and maintaining an engaging treatment environment that motivates clients to focus on problematic behaviors, and teaches clients more productive coping strategies;
- Assesses the psychosocial functioning of assigned clients and develops individualized treatment plans;
- Apprises team members of specific treatment plans and intervention strategies so that therapeutic consistency can be maintained;
- Leads treatment groups according to agency treatment guidelines;
- Develops discharge/aftercare plans and makes appropriate referrals for follow-up care;
- Documents relevant clinical information including treatment plans, treatment reviews, progress notes, and discharge summaries;
- Provides crisis intervention services, information, and referrals to clients and their family;
- Provides motivational counseling to collaterals to encourage participation in family support programs;
- Teaches specialized treatment concepts to client groups according to agency treatment schedule;
- Trains junior staff, trainees, and students in didactic presentations;
- Provides complete and accurate written and oral formats regarding the course of treatment to families, referral sources, and legal representatives;
- Recommends and participates in the development, design and documentation of policies, procedures, and activities for the agency;
- Conducts alcohol/drug assessments pursuant to WAC 388-805, or its successor;
- Assumes responsibility for unit management in the absence of supervisory staff;
- Other duties as assigned.

Position Requirements:

- Must possess a valid Washington State Department of Health CDP credential (CDP preferred, minimum of CDPT required) at time of hire;
- Knowledgeable in a wide variety of therapeutic approaches and ability to set and maintain therapeutic limits;
- Capable of functioning autonomously while maintaining continuous communication with other staff members;
- Knowledge of the stages of human personality development including cultural, social, and psychological factors affecting individuals and families involved with chemical use;
- Knowledge of the various theories, forms, stages, and manifestations of addictive behavior, awareness of socio-cultural barriers to change, and an in-depth knowledge of alternative coping mechanisms to replace the use of chemicals;
- An in-depth understanding of the theory and practice of individual and group treatment to facilitate client self-examination, expression of feelings, insight development, problem solving, and motivation to develop a chemically free lifestyle;
- Ability to instruct other Substance Use Dependency Professional trainees in treatment planning, clinical teamwork, clinical record keeping, and counseling skills, in accordance with agency and DBHR established procedures;
- Must be able to effectively use Microsoft Office Suite;
- Excellent attendance and a self-starter;

- Ability to communicate clearly verbally and written;
- Works well with others.

Salary: DOE

Mental Health Professional - Posting # 17-010

Major Duties:

The Mental Health Counselor works under the supervision of the TSC Program Director and Director of Clinical Services. This position provides mental health services to agency clients. In fulfilling these duties, the incumbent performs the following duties independently:

- Will work with the client in the development of an individual services plan that is strength based and meets their unique needs.
- Will provide individual therapy, group therapy and case management services to consumer/patients assigned to them in accordance with the individual service plan and evaluation recommendations.
- Will work as part of a treatment team.
- Maintain complete and up to date clinical files that document all services and contacts provided.
- Supports and implements agency policies and procedures.
- Represents the Agency in the community at various meetings and clinical reviews with the approval of the supervisor.
- Is available on-call to ensure continuity of care for agency client.

Position Requirements:

- Must possess a master's degree in mental health counseling or a behavioral science master's, or a field relating to mental health counseling, social work, or marriage and family therapy from an approved school.
- Possess a Washington State counselor credential.
- Have at least 3 years experience as a mental health professional.
- Have at least 1 year of experience working with adults suffering from co-occurring mental illness.
- Familiarity with Washington State regulations related to the provision of mental health services

Salary: DOE

Chemical Dependency Professional – Posting #15-052 – On-call – Outpatient

Major Duties:

The CDP(T) provides counseling and case management services for outpatient clients. The CDP(T) supports daily management of treatment activities, in providing these services; the incumbent performs the following duties independently:

- Collaborates with the supervisory staff and Program Director, other senior staff members, and other counselors in building and maintaining an engaging treatment environment that motivates clients to focus on problematic behaviors, and teaches clients more productive coping strategies;

- Assesses the psychosocial functioning of assigned clients and develops individualized treatment plans;
- Apprises team members of specific treatment plans and intervention strategies so that therapeutic consistency can be maintained;
- Leads treatment groups according to agency treatment guidelines;
- Develops discharge/aftercare plans and makes appropriate referrals for follow-up care;
- Documents relevant clinical information including treatment plans, treatment reviews, progress notes, and discharge summaries;
- Provides crisis intervention services, information, and referrals to clients and their family;
- Provides motivational counseling to collaterals to encourage participation in family support programs;
- Teaches specialized treatment concepts to client groups according to agency treatment schedule;
- Trains junior staff, trainees, and students in didactic presentations;
- Provides complete and accurate written and oral formats regarding the course of treatment to families, referral sources, and legal representatives;
- Recommends and participates in the development, design and documentation of policies, procedures, and activities for the agency;
- Conducts alcohol/drug assessments pursuant to WAC 388-877, or its successor;
- Assumes responsibility for unit management in the absence of supervisory staff;
- Other duties as assigned.

Position Requirements:

- Must possess a valid Washington State Department of Health CDP credential (CDP preferred, minimum of CDPT required) at time of hire;
- Knowledgeable in a wide variety of therapeutic approaches and ability to set and maintain therapeutic limits;
- Capable of functioning autonomously while maintaining continuous communication with other staff members;
- Knowledge of the stages of human personality development including cultural, social, and psychological factors affecting individuals and families involved with chemical use;
- Knowledge of the various theories, forms, stages, and manifestations of addictive behavior, awareness of socio-cultural barriers to change, and an in-depth knowledge of alternative coping mechanisms to replace the use of chemicals;
- An in-depth understanding of the theory and practice of individual and group treatment to facilitate client self examination, expression of feelings, insight development, problem solving, and motivation to develop a chemically free lifestyle;
- Ability to instruct other Chemical Dependency Professional trainees in treatment planning, clinical teamwork, clinical record keeping, and counseling skills, in accordance with agency and DBHR established procedures;
- Must be able to effectively use Microsoft Office Suite;
- Excellent attendance and a self-starter;
- Ability to communicate clearly verbally and written;
- Works well with others.

Salary: DOE

*Must be willing to work evenings

*This position is On-call

Part-time Cook - Posting # 15-021

Major Duties:

Cook/Kitchen Aide needed to prepare and serve meals and snacks to agency clients and staff members. This position is responsible for food preparation, dish washing, meal serving, and kitchen cleanliness. Additional duties will include requesting supplies, reporting complaints, checking in orders, and following kitchen procedures in accordance with agency policy & procedures. This position may be asked to provide back-up in other Facilities departments as necessary.

Position Requirements:

- High School Diploma, or equivalent;
- 2 years line experience required;
- 2 years banquet/catering experience preferred;
- Current food handlers permit required;
- Ability to maintain composure when interacting with uncooperative or aggressive people;
- Ability to problem solve;
- Must be able to lift up to 45 pounds on a regular basis;
- Must possess a valid, unencumbered driver license with clean driving record;
- Excellent attendance and a self-starter;
- Ability to communicate clearly verbally and written;
- Works well with others.

Salary: DOE

Nursing Assistant / Medical Assistant – Posting #17-006

Major Duties:

The CNA/MA provides shift coverage, medical management and case management of clients in our residential / sobering units. In providing these services, the incumbent performs the following duties:

- Taking vitals (blood-pressure, pulse, temperature, and respiration) per unit protocol;
- Conducts admissions screening pursuant to Physician's Standing Orders and Sobering Unit Policies and Procedures;
- Obtaining routine lab samples not requiring laboratory personnel.
- Conduct observed medication pass as needed;
- Develops treatment referrals;
- Infection control. Every medical employee is responsible for infection control, but because of the constant contact the CNA/MA has with patients, it is critical for the CNA/MA to know and follow proper protocol in avoiding the spread of germs and spores which transport disease;
- Observation and reporting. Observing the patient and surroundings assists the nurse to assess the progress of the patient as well as any needs the patient might have for

medical intervention. The certified nursing assistant will also observe and remove any potential hazards which could cause accidents;

- Intake paperwork;
- Provides discharge planning;
- Monitors client's vitals per Physician's Standing Orders;
- Completes charting requirements per Sobering Unit policy;
- Other duties as assigned.

Position Requirements:

- High school diploma or equivalent.
- Current CNA or MA credential in the state of Washington;
- Possess a working understanding of the detoxification process and the signs and symptoms that warrant transfer to a medically supervised detox center, urgent care, or emergency department;
- Current CPR/1st Aid certification required;
- Understand the forms, stages, and manifestations of addictive behavior preferred;
- Have the ability to write detailed progress notes;
- Ability to communicate clearly both verbally and in writing;
- Great attendance;
- Ability to work well with others.

Salary: DOE

Residential Floor Staff, P/T, On-call – Posting # 17-005

Major Duties:

The RFS works under the supervision of the Program Director and Residential Supervisor of Inpatient Treatment. This position provides support in the group living and milieu component of the inpatient program. In fulfilling these duties, the incumbent performs the following duties independently:

- Ensure a safe environment that promotes recovery for patients;
- Assist patients as needed with homework assignments for treatment plan goals and objectives;
- Work as part of a treatment team;
- Provide advocacy and assist in facilitating access to necessary community resources, sober support systems, and other professionals;
- Maintain complete and up to date files that document all services and contacts provided consistent with the requirements of WAC and agency policy;
- Supports and implements agency policies and procedures;
- Assist with transporting clients
- Other duties as assigned.

Position Requirements:

- High school diploma or equivalent;
- Prefer College course work and working towards 2 or 4 year degree;
- Current CPR/1st Aid Certification required;
- Familiarity with issues specific to addiction and recovery;

- Unencumbered driver's license;
- Great customer service skills;
- Excellent attendance and a self-starter;
- Ability to communicate clearly verbally and written;
- Ability to maintain healthy and ethical boundaries
- Works well with others.

Salary: DOE

LPN- Posting # 17-008

Major Duties:

This position works under the supervision of the RN and is responsible for ensuring the safe operation of medication administrations, monitoring clients, and following protocol when any physical or mental signs or symptoms are outside of set parameters. In fulfilling these duties, the incumbent performs the following duties independently:

- Medication administration;
- Monitor and chart vital signs;
- Chart client response to PRN medication;
- Report to or request advice from nurse manager or MD when situation is beyond LPN scope of practice;
- Complete MAR's at admission;
- Administer TB Tests;
- Provide timely and accurate clinical documentation and records;
- Triage medical complaints to RN or MD;
- Track medication inventory;
- Communicate with other healthcare providers, agencies, hospitals and pharmacies;
- Other duties as assigned.

Position Requirements:

- High School Diploma, or equivalent;
- LPN license in Washington State;
- CPR certification;
- Experience preferred but not required;
- Basic computer skills;
- Excellent attendance and a self-starter;
- Ability to communicate clearly verbally and written;
- Works well with others.

Salary: DOE