

# Open Positions as of 11/30/18

## Updated Positions

### Cook – Full Time - Posting #18-088

#### Major Duties:

The Cook works under the supervision of the Kitchen supervisor and. This position has the primary responsibility to prepare and serve meals to clients and staff. This position is also responsible to help maintain the overall kitchen cleanliness of the kitchen. In fulfilling these duties, the incumbent performs the following duties independently:

- Prepare and serve meals including stocking snacks;
- Daily cleanup of the kitchen and service areas including stove top, oven, refrigerators and freezer, mixer, slicer, floor, dish washing, pots and pans, garbage and recyclables;
- Perform deep cleaning at regularly scheduled intervals as designated by the department manager;
- Oversee food inventory by monitoring proper food temperature, rotating and storing food properly;
- Request additional supplies as necessary and help check in orders upon arrival;
- Maintain good health habits (washing hands often, etc.);
- Open and/or lock up according to outlined procedures; and
- Other duties as assigned.

#### Position Requirements:

- High school diploma or equivalent;
- 2-3 years' experience in the food services industry preferred; preferably in an institutional or healthcare environment;
- Current Food Handlers Card;
- Good verbal and written communication skills;
- Great attendance;
- Ability to work well with others.

**Salary:** DOE

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### Recovery Coach – Outpatient – Posting #18-095

Are you interested in supporting others who are in recovery? Come join Lifeline Connections as a Recovery Coach!

Since 1962, Lifeline Connections' mission has been to provide high quality behavioral health treatment and it is only because of our well-trained and dedicated employees that we have been able to continually accomplish our mission.

The Recovery Coach position will provide a wide variety of supports, services and advocacy that contribute to a client's ability to engage in ongoing treatment and work towards a lower level of care. These activities acknowledge the importance of involving significant others and other natural supports in the persons treatment that could positively impact their sobriety and recovery. Responsibilities for this position include:

- Attending required meetings with Recovery Coach 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

We are looking for a candidate who is personally in recovery for this position (at least 2 years clean and sober) and willing to be trained to help others be successful in recovery. Additional requirements include:

- High school diploma or equivalent required;
- Completed the CCAR Recovery Coach Academy training, including the ethics and boundary training, or ability and willingness to obtain certification within 60 days of employment;
- 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.

Training will be provided after hire so please apply if you are interested. We look forward to hearing from you!

**Salary: DOE**

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## **Mental Health Professional – Lewis County - Posting #18-033**

### **Major Duties:**

The MHP works under the supervision of the Program Director. This position provides community based co-occurring services to agency clients. In fulfilling these duties, the incumbent performs the following duties independently:

- Review Washington Administrative Codes (WACs) and Revised Codes (RCWs) and Federal regulations pertaining to mental health and chemical dependency treatment to ensure compliance with these regulations in all therapeutic services;
- Work with the client in the development of an individual services plan that is strength based and meets their unique needs in compliance with WAC 388-865-0425;
- Provide individual therapy, group therapy and case management services to clients assigned to them in accordance with the individual service plan and evaluation recommendations;
- Work as part of a treatment team;
- Maintain complete and up to date clinical files that document all services and contacts provided consistent with the requirements of WAC 388-865 and 388-877 (if applicable);
- Support and implement agency policies and procedures;
- Represent the Agency in the community at various meetings and clinical reviews with the approval of the supervisor;
- Be available on-call to ensure continuity of care for agency clients; and
- Other duties as assigned.

**Position Requirements:**

- A masters degree or further advanced degree in counseling or one of the social sciences from an accredited college or university required;
- Meet the requirements of a mental health professional as defined in WAC 388-865-0150;
- Have at least 1 year of experience working with adults suffering from co-occurring mental illness and chemical dependence;
- Familiarity with Washington State regulations related to the provision of mental health services (RCW 71.05) and chemical dependency services (WAC 388-877) required;
- Current unencumbered driver license and proof of current car insurance
- Good verbal and written communication skills;
- Great attendance; and
- Ability to work well with others.

**Salary:** DOE

**IT Supervisor – Posting # 18-093**

**Major Duties:**

This position reports directly to the CFO of Lifeline Connections. This position is responsible for all aspects of development, support, configuration and administration of the Lifeline Connections network, including servers, workstations, users and proprietary databases. All IT related staff report to the IT Supervisor. In fulfilling these duties, the incumbent performs the following duties independently:

- Managing the agency's network and administration in a Windows Server/PC environment
- Updating and replacing aging software and hardware
- Ensure all antivirus software is current and the network has active security measures in place
- Manage and maintain the Lifeline Connections' IT ticketing system
- Train and provide oversight to all IT staff
- Manage and track all agency hardware – including company laptops and cell phones
- Manage related vendors and seek out optimal agreements/contracts
- Work with the agency's Marketing Specialist in managing the agency website, experience with WordPress preferred
- Assist in setting up new program's IT infrastructure
- Experience in data backup procedures and protocols including disaster planning and restoration
- Ensure all required state, CARF, county and funding organization's IT standards are met and maintained
- Communicate clearly and often with staff and supervisor around network changes and updates
- Provide prompt and friendly desktop support to agency staff
- Seek out CEUs and training around IT related topics
- Work with the agency's EHR Specialist around areas that impact IT and the EHR
- Manage and maintain the agency's phone infrastructure
- Perform all duties in a manner that protects confidentiality/privacy of patients pursuant to the standards
- Act as liaison between Lifeline Connections and Clark County IT department personnel
- Perform other duties as assigned

#### **Job Requirements:**

- Bachelor's degree in business administration, computer science, public administration, general studies, or a related field preferred
- At least 3-years' experience in a business or non-profit environment. All combinations of education, experience and training that demonstrate the ability to perform the work will be considered.
- Certifications to include: A+, Network+, Windows Server preferable
- 1-2 years supervision experience
- Ability to coordinate and manage tasks and projects concurrently
- Solid data retrieval skills and the ability to identify technical problems, issues, and recommend solutions
- Ability to analyze data, including contracts and financial information
- Ability to positively interact with community partners
- Ability to effectively identify, troubleshoot and resolve business related problems, including systemic problems

- Highly developed interpersonal skills and the ability to work effectively and positively with others

**Salary: DOE**

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### **Employment Supports Specialist – Posting # 18-092**

#### **Major Duties:**

The Employment Support Specialist position is responsible for providing employment support services to individuals with behavioral health conditions. In fulfilling these duties, the incumbent performs the following duties independently:

- Will work with the consumer/patient in the meeting of the individual services plan identified activities and goals that is strength based and meets their unique needs.
- Will work as part of a team;
- Conduct assessments of job-related interests and abilities through a complete education and work history assessments as well as on-the-job assessments in community-based jobs.
- Maintain complete and up to date files that document all services and contacts;
- job development activities;
- work-related supportive services, (assistance with resume development, job application preparation, interview support, grooming and personal hygiene, securing of appropriate clothing, etc.);
- Supports and implements agency policies and procedures;
- Networks within the community to identify outside agencies and services available to consumer/patients to help meet their needs;
- Establishes and maintains relationships with community agencies and service providers to meet the needs of consumer/patients;
- Represents the Agency in the community at various meetings;

#### **Job Requirements:**

- Possess a bachelor's degree in a related social service science field.
- Have at least one year of paid or voluntary experience with adults or youth in a mental health or substance use disorder treatment facility or a supportive employment organization.
- Ability to communicate clearly.
- Great attendance.
- Ability to work well with others.

**Salary: DOE**

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## **Family Therapist – Parenting Women – Posting #18-024**

**Major Duties:** The Family Therapist works under the supervision of the Program Director. This position is responsible for clinical services working with adolescent substance abusers and their families. In fulfilling these duties, the incumbent performs the following duties independently:

- Documented skills, training, and/or education in family theory & techniques as consistent with WAC 388-877A-0155 & WAC 246-809-121;
- Conduct family assessments;
- Provide in-home and in-office family (both individual and conjoint) therapy with high risk clients and their families;
- Conduct a family education group;
- Attend and offer input at weekly case staff meetings and court;
- Apply structural/systematic model to child/adolescent behavioral problems and mental health disorders;
- Work as part of a treatment team;
- Maintain complete and up to date clinical files that document all services and contacts provided consistent with the requirements of WAC 388-865 and 388-877 (if applicable);
- 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;
- Available on-call to ensure continuity of care for agency clients; and
- Other duties as assigned.

### **Position Requirements:**

- Master's degree in Social Work, Counseling Psychology, or Marriage and Family Therapy, with current State of Washington credential;
- A valid, unencumbered Washington or Oregon driver's license is required.
- Must successfully pass a criminal history background check;
- Ability to work with diverse populations who vary significantly, including social strata, age, education, race, ethnicity, gender, and sexual orientation;
- Experience working with chemical dependency, dual-diagnosis and family systems;
- Ability to work as part of a multidisciplinary team to help consumers achieve their goals;
- An understanding of local community services;
- Ability to establish and maintain relationships with community agencies and service providers;
- Ability to communicate clearly;
- Great attendance;
- Ability to work well with others.

**Salary:** DOE

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## **Male Urinalysis Technician – Posting #18-004**

### **Major Duties:**

The Urinalysis Technician is responsible for various duties related to collection, processing, reporting, and recording of urinalysis samples submitted on or off site. The work involves the collection of urine samples per the agencies policies and procedures and recording of data during the collection process. In fulfilling these duties, the incumbent performs the following duties independently:

- Produce accurate labels for clients preparing to submit a urine sample.
- Instruct clients in the agency procedures for submission of urine samples and insure that these procedures are followed.
- Monitor and observe client submission of the urine sample.
- Insure maintenance of chain-of-custody of the urine sample including documentation by the client of all identifying information on the sample.
- Administer and record breathalyzer procedures & results when appropriate.
- Inform client of additional responsibilities, i.e. case management contacts, positive BA procedures, and/or prescription verification requirements.
- Inform client's case manager or the program supervisor of any unusual occurrences including but not limited to, positive BA, adulterated urine, and/or disturbances of any type.
- Prepare samples for delivery to the laboratory's courier.
- Insure all required samples for urine collection are maintained at sufficient levels.
- Insure universal precautions for handling of urine samples are adhered to.
- Other responsibilities as directed.

### **Requirements and Skills Required by the Position:**

- High School diploma or equivalent.
- Familiarity with issues specific to addiction and recovery.
- Good verbal and written communication skills.

**Salary:** DOE

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## **Sobering Aide – Posting #18-091**

### **Major Duties:**

The Sobering Aide provides shift coverage, medical management and case management of clients in the Sobering Center unit. In providing these services, the incumbent performs the following duties:

- Taking vitals (blood-pressure, pulse, temperature, and respiration) and monitors per unit protocol and Physicians orders;
- 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 employee is responsible for infection control, but because of the constant contact the Sobering Aide has with patients, it is critical for the Sobering Aide 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;
- Completes charting requirements per Sobering Unit policy;
- Other duties as assigned.

**Requirements:**

- High school diploma or equivalent;
- Current MA, HCA, or CNA credential in the state of Washington preferred;
- 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;
- Current unencumbered driver license and proof of current car insurance, with the ability to become an approved fleet driver;
- Understand the forms, stages, and manifestations of addictive behavior preferred;
- Willingness to become certified as a Recovery Coach
- 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**

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**Sobering Unit Supervisor Assistant - Posting #18-090**

**Major Duties:**

The Sobering Unit Supervisor Assistant works closely with the Program Director and Sobering Unit Supervisor. The Sobering Unit Supervisor Assistant is responsible for assisting with the provision of non-clinical services to clients enrolled in the sobering unit. The employee assists the Sobering Unit Supervisor with oversight for all Sobering Unit Staff while on shift and in the absence of the Sobering Unit Supervisor. In fulfilling these duties, the incumbent performs the following duties independently:

- Act as the lead while on shift.



- Coordination, ordering and inventorying supplies for all sobering unit supplies per Supervisor.
- Ensure that all Sobering staff are performing their job duties and perform shift audits
- Ensuring full and effective communication between the team members;
- Learn the role of Sobering Unit Supervisor to ensure department quality and performance in the absence of the Supervisor.
- Address and communicate any staffing concerns with Sobering Unit Supervisor
- Monitor all safety concerns, report them immediately;
- Orientation and training of all new Sobering Unit staff as assigned by Supervisor and Program Director
- Ensure compliance with all applicable Lifeline Connections policies and procedures.
- Help prepare and present information and training to Sobering Unit staff as assigned by Sobering Unit Supervisor that meets the needs of the changing trends in the unit.
- May provide shift coverage and nights and weekend work
- Other duties as assigned

**Requirements:**

- Minimum of 1 year of supervisory experience required;
- High School diploma or equivalent;
- CNA or MA preferred;
- 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;
- Demonstrated experience providing supervision and/or mentoring to subordinate staff or co-workers preferred.
- Demonstrated experience at providing a safe and supportive environment for individuals impaired by substance use.
- CPR/1st Aid certification required; must obtain within 14 days of hire.
- Current unencumbered driver license and proof of current car insurance required and ability to become fleet trained.
- Ability to communicate clearly both verbally and in writing;
- Great attendance; and
- Ability to work well with others.

**Salary:** DOE

\*This is a swing shift position with weekend work required

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**Nursing Supervisor – Posting #18-086**

**Major Duties:**

The Sobering Unit Supervisor works closely with the Program Director and is responsible for the provision of Sobering Unit services to clients enrolled in Lifeline

Connections Sobering Unit. S/he provides program oversight and supervision for all nursing staff including medical service delivery, maintenance of client records, contract compliance, public relations, and liaison with various government and private agencies and officials. In fulfilling these duties, the incumbent performs the following duties independently:

- Supervise LPN's, MA/CNA's and provide backup when needed.
- Coordinate medical services with program managers and other necessary personnel;
- Aid in development of new programs;
- Develop and assist with the development of medical policies and procedures;
- Ensure the maintenance of records and reports concerning all medical care delivered in house;
- Direct supervision, orientation, training and retention of medical service personnel;
- Complete rounds of the facility daily to ensure compliance with all policies, procedures and regulations;
- Triage of all medical complaints prior to request of outside service and prioritize physician's client contact;
- Ensure necessary equipment, supplies, and staffing is available for the delivery of all prescribed medical care;
- Other duties as assigned.

**Requirements:**

- Associates Degree in Nursing preferred;
- Current WA state LPN license required;
- Minimum 1 year supervisory experience required;
- Must be able to dispense medication;
- Ability to 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 drug and alcohol treatment, detoxification, residential, sobering services, and out-patient services;
- Ability to communicate clearly both verbally and in writing;
- Great attendance;
- Ability to work well with others;
- Meets all requirements as required by law for this position.

**Salary:** DOE

\*This is a swing shift

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## **Chief Quality Officer - Posting #18-084**

### **Major Duties:**

The Chief Quality Officer works closely with the Chief Clinical Officer, Chief Executive Officer and Chief Financial Officer in program planning, agency strategic planning, and agency budgetary planning. S/he provides quality assurance and compliance oversight, clinical supervision, monitors fidelity to evidence based practices, tracks and monitors outcomes, conducts staff trainings, oversees internal and external program audits, develops and implements agency policy and procedures. In fulfilling these duties, the incumbent performs the following duties independently:

- Reviews Washington Administrative Codes (WACs) and Revised Codes (RCWs) and Federal regulations pertaining to substance use and mental health treatment, and develops and implements policies and procedures to comply with said codes and regulations;
- Ensures that continuous quality improvement addresses both patient needs and compliance with WACs, RCWs, CARF standards and Federal Regulations. S/he takes part in the evaluation of the results of the QA program, and directs efforts towards ongoing quality improvement and improvement of treatment outcomes;
- Reports the results of the QA program to the Chief Executive Officer at least quarterly;
- Ensures that the agency treatment programs are maintained to be in substantial compliance with the Department of Health (DOH) certification reviews and CARF accreditation surveys;
- Implement a process to identify and track treatment outcomes across all programs;
- Become familiar with best practices for all of Lifeline's programs and ensure best practices are followed in each of our programs;
- Identifies evidence based practices and implements their usage, provides training around using evidence based practices and monitors evidence based practices fidelity;
- Oversees and monitors patient grievance and incident reporting procedures;
- Assists in the development and implementation of new programs;
- Provides leadership in improving the agency's ability to participate in value-based payment opportunities;
- Serves as the agency's Corporate Compliance Officer;
- Chairs the agency's internal Quality Assurance and Improvement Committee;
- Serves as a staff representative at the Board of Director's Quality Assurance Committee and provides annual reports to the Board of Directors;
- Provides necessary clinical supervision to identified staff;
- Provide oversight to quality assurance, records, electronic health records and other assigned staff;
- Has skills to be a back-up system administrator of the EHR;

- Supervises and conducts performance evaluations. May initiate disciplinary action and may initiate the termination process, with approval of the Chief Executive Officer;
- Represents the agency in the community;
- Is available on-call to ensure that higher level oversight is available;
- Other duties as assigned.

**Requirements:**

- Possess a Master's degree, or its equivalent, in behavioral health counseling, social work or relevant degree.
- Be licensed as a licensed mental health counselor, licensed clinical social worker, licensed marriage and family therapist or equivalent;
- At least two years' experience overseeing a clinical quality assurance program;
- Have a minimum of three years supervisory experience in a state approved chemical dependency treatment program;
- Be a chemical dependency professional (CDP) consistent with WAC 246-811- and RCW 18.205 preferred;
- Have documented competency in clinical supervision;
- Have gained through experience or through formal education, which is documented, a working understanding of statistical methods

**Salary:** DOE

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**Recovery Coach – Part Time - Sobering Unit – Posting #18-083**

Are you interested in supporting others who are in recovery? Come join Lifeline Connections as a Recovery Coach!

Since 1962, Lifeline Connections' mission has been to provide high quality behavioral health treatment and it is only because of our well-trained and dedicated employees that we have been able to continually accomplish our mission.

The Recovery Coach position will provide a wide variety of supports, services and advocacy that contribute to a client's ability to engage in ongoing treatment and work towards a lower level of care. These activities acknowledge the importance of involving significant others and other natural supports in the persons treatment that could positively impact their sobriety and recovery. Responsibilities for this position include:

- Attending required meetings with Recovery Coach 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

We are looking for a candidate who is personally in recovery for this position (at least 2 years clean and sober) and willing to be trained to help others be successful in recovery. Additional requirements include:

- High school diploma or equivalent required;
- Completed the CCAR Recovery Coach Academy training, including the ethics and boundary training, or ability and willingness to obtain certification within 60 days of employment;
- Current unencumbered driver's license and proof of current car 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.

Training will be provided after hire so please apply if you are interested. We look forward to hearing from you!

**Salary: DOE**

\*This is a part time position on Monday Tuesday and Wednesday

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**Prescriber – MAT Program – Posting #18-082**

**Major Duties:**

This position works under the supervision of the Program Director and is responsible for, prescribing and monitoring of medications and maintaining compliance of the MAT program with all applicable county, state and federal codes. In fulfilling these duties, the incumbent performs the following duties:

1. Develop and review of standing orders for appropriate clients;
2. Maintain all required charting paperwork requirements as defined by agency contracts or payer requirements;
3. Refer clients to other health care services and facilities when appropriate;
4. Coordinate with chemical dependency professionals regarding client care;
5. Provides consultation as requested by other programs in the agency or by the agency as a whole; and
6. Other duties as assigned.

**Requirements:**

1. Possess and maintain a current State medical license (ARNP, MD, or PA);
2. Possess a current DEA credential with the ability to prescribe Suboxone;
3. Ability to maintain client confidentiality;
4. Good verbal and written communication skills;

5. Great attendance; and
6. Ability to work well with others.

**Salary:** DOE

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### **Psychiatric Advanced RN Practitioner – MAT Program – Posting #18-077**

#### **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.

**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;

**Salary:** DOE

\*This position is part time

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**Mental Health Professional – Jail Transition – South Bend – Posting #18-076**

**Major Duties:**

The MHP works under the supervision of the Program Director. This position provides community based co-occurring services to agency clients. In fulfilling these duties, the incumbent performs the following duties independently:

- Review Washington Administrative Codes (WACs) and Revised Codes (RCWs) and Federal regulations pertaining to mental health and chemical dependency treatment to ensure compliance with these regulations in all therapeutic services;

- Work with the client in the development of an individual services plan that is strength based and meets their unique needs in compliance with WAC 388-865-0425;
- Provide individual therapy, group therapy and case management services to clients assigned to them in accordance with the individual service plan and evaluation recommendations;
- Work as part of a treatment team;
- Maintain complete and up to date clinical files that document all services and contacts provided consistent with the requirements of WAC 388-865 and 388-877 (if applicable);
- Support and implement agency policies and procedures;
- Represent the Agency in the community at various meetings and clinical reviews with the approval of the supervisor;
- Be available on-call to ensure continuity of care for agency clients; and
- Other duties as assigned.

**Position Requirements:**

- A masters degree or further advanced degree in counseling or one of the social sciences from an accredited college or university required;
- Meet the requirements of a mental health professional as defined in WAC 388-865-0150;
- Have at least 1 year of experience working with adults suffering from co-occurring mental illness and chemical dependence;
- Familiarity with Washington State regulations related to the provision of mental health services (RCW 71.05) and chemical dependency services (WAC 388-877) required;
- Current unencumbered driver license and proof of current car insurance
- Good verbal and written communication skills;
- Great attendance; and
- Ability to work well with others.

**Salary:** \$18 - \$21

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**Care Navigator – Aberdeen – Posting #18-075**

**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.

**Requirements:**

- Must possess a valid Washington State Department of Health CDP credential (CDP preferred, minimum of CDPT required) at time of hire;
- Minimum of an associate's degree in a social service field with 1 year of experience required; 3 years' experience in a social service field in lieu of degree.
- 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

**Salary:** DOE

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**Spiritual Care Counselor – Posting #18-073**

**Major Duties:**

The Spiritual Care Counselor provides spiritual and emotional support when requested during a patient's stay in the Pregnant & Parenting Women's or Intensive Inpatient Program and under the supervision of the Program Director and/or Clinical Supervisor. The Spiritual Care Counselor will support in exploring any value or belief system while utilizing the spiritual resources available. The Spiritual Care Counselor supports daily management of treatment activities, and in providing these services, performs the following duties independently:

- Collaborates with Program Director, other senior staff members, and other clinicians in building and maintaining an engaging treatment environment that motivates patients to focus on unhealthy behaviors, and teaches more productive coping strategies;
- Provide direct spiritual care to patients and family/caregivers specific to the patient's individual service plan, and to integrate recovery principles into their lives to renew meaning and purpose;
- Leads treatment groups according to agency treatment guidelines, Consults and provides education to team members, patients and families about spirituality and related care and services;
- Facilitates contact with local pastoral care community at patient and family's request;
- Maintain complete and up to date clinical files that document all services and contacts provided consistent with the requirements of WAC 388-877;
- Support and implement agency policies and procedures;
- Other duties as assigned.

**Requirements:**

- Master's degree in Theology, Divinity, Religious Studies, Pastoral Studies, or equivalent education from an accredited university;
- Washington State Department of Health CDP or CDPT credential preferred;
- Minimum of 1 year clinical experience required working in a ministry capacity, as a chaplain, or in pastoral care.
- Minimum of 4 Clinical Pastoral Education (CPE) units preferred;
- Certification by an accredited certifying body, such as BCC, APC, or CPSP, preferred;
- Ability to set and maintain therapeutic limits;
- Ability to provide culturally-sensitive support to individuals from various backgrounds;
- Current unencumbered driver's license and ability to qualify as an approved driver;
- Capable of working independently 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 substance use;
- 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**

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## **Mental Health Professional Supervisor – Aberdeen - Posting #18-071**

### **Major Duties:**

The MHP Supervisor works under the supervision of the Program Director. This position provides services to agency patients, as well as provides program oversight and clinical supervision for all designated staff in their assigned program. In fulfilling these duties, the incumbent performs the following duties independently:

- Review Washington Administrative Codes (WACs) and Revised Codes (RCWs) and Federal regulations pertaining to mental health and chemical dependency treatment to ensure compliance with these regulations in all therapeutic services;
- Work with the patient in the development of an individual services plan that is strength based and meets their unique needs in compliance with WAC 388-865-0425;
- Provide individual therapy, group therapy and case management services to patients assigned to them in accordance with the individual service plan and evaluation recommendations;
- Work as part of a treatment team;
- Maintain complete and up to date clinical files that document all services and contacts provided consistent with the requirements of WAC 388-865 and 388-877 (if applicable);
- Support and implement agency policies and procedures;
- Participate in staff recruitment, interviewing, work assignments, and performance supervision according to work rules, regulations, and policies and collective bargaining agreements;
- Develop and implement staff training in conjunction with the Program Director.
- Schedule and facilitate supervision sessions;
- Be available on-call to ensure continuity of care for agency patients; and
- Other duties as assigned.

### **Position Requirements:**

- A master's degree or further advanced degree in counseling or one of the social sciences from an accredited college or university required;
- Meet the requirements of a mental health professional as defined in WAC 388-865-0150;
- Have at least 1 year of experience working with adults suffering from co-occurring mental illness and chemical dependence;
- Supervisory experience preferred;
- Familiarity with Washington State regulations related to the provision of mental health services (RCW 71.05) and chemical dependency services (WAC 388-877) required;
- Current unencumbered driver license and proof of current car insurance
- Good verbal and written communication skills;
- Great attendance; and
- Ability to work well with others.

**Salary: DOE**

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## **Peer Support Specialist – Aberdeen – Posting #18-070**

Are you interested in supporting others who are in recovery? Come join Lifeline Connections as a Peer Support Specialist!

Since 1962, Lifeline Connections' mission has been to provide high quality behavioral health treatment. It is only because of our well-trained and dedicated employees that we have been able to continually accomplish our mission.

The Peer Support Specialist position will provide a wide variety of supports, services, and advocacy that contribute to a patient's ability to engage in ongoing treatment and work towards a lower level of care. These activities acknowledge the importance of involving significant others and other natural supports in the person's treatment that could positively impact their sobriety and recovery. Responsibilities for this position include:

- 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, or ability and willingness to obtain certification within 60 days of employment, 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.

Training will be provided after hire so please apply with your interest. We look forward to hearing from you!

**Salary:** DOE

**Utilization Management Administrative Assistant – Posting #18-063**

**Major Duties:**

The Admissions Administrative Assistant position works under the supervision of the Admissions Supervisor. This position provides assistance and support to the utilization management process. This includes working with public and private insurance companies to perform ongoing utilization review and authorization for all higher levels of care. In fulfilling these responsibilities, the incumbent performs the following duties independently:

- Collaborates with the supervisory staff and Program Manager, other senior staff members, and other counselors in building and maintaining clinical files sufficient to document and complete authorization;
- Assists clients as needed with necessary documentation needed for treatment;
- Ensures a safe environment that promotes recovery for clients;
- Work as part of the billing unit, functioning as a team to ensure proper services are received by each client;
- Contact insurance companies for explanation of benefits as needed;

- Maintain complete and up to date files that document all services and contacts provided consistent with the requirements of Washington Administrative Code (WAC) and agency policy;
- Complete authorizations for higher level of care admissions as part of a wait list of emergent needs;
- Completes concurrent reviews and coordinates with clinicians on discharge planning and post discharge follow up care;
- Data entry of authorizations, clinical notes, and billing information in clinical files;
- Complete retro-reviews as assigned by management staff;
- Other duties as assigned.

**Requirements:**

- High School diploma or equivalent required;
- College coursework preferred;
- Experience conducting treatment authorizations with commercial insurance and/or managed care plans, 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 problem solve;
- Ability to communicate clearly both verbally and in writing;
- Great attendance;
- Ability to work well with others.

**Salary:** DOE

**Case Manager – Therapeutic Specialty Courts - Posting #18-058**

**Major Duties:**

The Case Manager works under the supervision of the unit Program Director. This position provides agency and community based case management services to their assigned caseload of clients. In fulfilling these duties, the incumbent performs the following duties independently:

- Reviews applicable Washington Administrative Codes (WACs), Revised Codes (RCWs) and Federal regulations pertaining to mental health and/or chemical dependency treatment to ensure compliance with these regulations in all provided services.
- Work with clients in meeting the individual service plan identified activities and goals that are strength-based and meet their unique needs;
- Will work as part of a treatment team & participate in regular team meetings;
- Will provide case management services to clients assigned to them in accordance with the individual service plan and evaluation recommendations;

- Maintain complete and up to date clinical files that document all services and contacts provided consistent with the requirements of WAC 388-865 and 388-877 (if applicable);
- Supports and implements agency policies and procedures;
- Networks within the community to identify outside agencies and services available to consumer/patients to help meet their needs;
- Establishes and maintains relationships with community agencies and service providers to meet the needs of consumer/patients;
- Represent the Agency in the community at various meetings and clinical reviews with the approval of the supervisor;
- Available on-call to ensure continuity of care for the agency consumer/patients;
- May be required to perform assessments to include interview, follow-up with collateral sources and preparation of a written report (if applicable);
- May be required to manage, record and report client's participation in urinalysis/breath analysis testing (if applicable);
- Adhere to all applicable regulations regarding client confidentiality;
- Other duties as assigned.
- May include evening and weekend activities

**Requirement of the Position:**

- Bachelor's degree in human sciences or related field or equivalent work experience required;
- High school diploma or equivalent with relevant college coursework required;
- Washington State Department of Health CDP/T credential required;
- Two years' experience working with adults suffering from co-occurring mental illness and chemical dependency preferred;
- Familiarity with applicable 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.

**Salary:** DOE

**Chemical Dependency Professional – Mt. Vernon - Posting #18-050**

**Major Duties:**

The Chemical Dependency Professional provides counseling and case management for clients of the agency. The work includes assisting supervisory staff and Program Director in program review, daily management of treatment activities, and training/orientation of junior staff and trainees. The CDP(T) is responsible for the daily treatment activities for clients on their caseload. In providing these services, the incumbent performs the following duties independently:

- Collaborates with the supervisory staff and Program Manager, other senior staff members, and other counselors in building and maintaining an intense treatment environment that motivates clients to focus on problematic behaviors, allow clients to experience the consequences of their actions, and teaches clients more productive coping strategies;
- Assesses the psycho social 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;
- 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; and
- Other duties as assigned.

**Position Requirements:**

- College course work in chemical dependency, human sciences or related field required;
- Must possess a valid Washington State Department of Health CDP credential (CDP preferred, minimum of CDPT required) at time of hire;
- Successful completion of at least one course per quarter/semester toward educational requirements as necessary to obtain an active Washington State Department of Health CDP credential required, if not already obtained;
- Knowledgeable of a wide variety of therapeutic approaches and the ability to set and maintain therapeutic limits. The agency milieu mandates that the incumbent be flexible, versatile and skilled in developing creative behavioral interventions that modify inappropriate behavior;
- Must be capable of functioning autonomously while maintaining continuous communication with other staff members;
- A broad knowledge of the stages of human personality development including cultural, social, and psychological factors affecting individuals and families involved with chemical use;



- Knowledge and practice of crisis intervention theory;
- Knowledge of the various theories, forms, stages, and manifestations of addictive behavior, awareness of common manifestations of resistance to change in the addicted client, awareness of socio-cultural barriers to change, and an in-depth knowledge of alternative coping mechanisms to replace the use of chemicals;
- An understanding of the theory and practice of individual and group treatment of chemical abusing clients to facilitate client self-examination, expression of feelings, insight development, problem solving, and motivation to develop a chemically free lifestyle;
- CPR/First Aid Certification required for inpatient staff members;
- Good verbal and written communication skills;
- Great attendance;
- Ability to work well with others.

**Salary:** DOE

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### **Mental Health Professional – Residential – Posting #18-047**

#### **Major Duties:**

The MHP works under the supervision of the Program Director. This position provides community based co-occurring services to agency clients. In fulfilling these duties, the incumbent performs the following duties independently:

- Review Washington Administrative Codes (WACs) and Revised Codes (RCWs) and Federal regulations pertaining to mental health and chemical dependency treatment to ensure compliance with these regulations in all therapeutic services;
- Work with the client in the development of an individual services plan that is strength based and meets their unique needs in compliance with WAC 388-865-0425;
- Provide individual therapy, group therapy and case management services to clients assigned to them in accordance with the individual service plan and evaluation recommendations;
- Work as part of a treatment team;
- Maintain complete and up to date clinical files that document all services and contacts provided consistent with the requirements of WAC 388-865 and 388-877 (if applicable);
- Support and implement agency policies and procedures;
- Represent the Agency in the community at various meetings and clinical reviews with the approval of the supervisor;
- Be available on-call to ensure continuity of care for agency clients; and
- Other duties as assigned.

#### **Position Requirements:**

- A masters degree or further advanced degree in counseling or one of the social sciences from an accredited college or university required;
- Meet the requirements of a mental health professional as defined in WAC 388-865-0150;
- Have at least 1 year of experience working with adults suffering from co-occurring mental illness and chemical dependence;
- Familiarity with Washington State regulations related to the provision of mental health services (RCW 71.05) and chemical dependency services (WAC 388-877) required;
- Current unencumbered driver license and proof of current car insurance
- Good verbal and written communication skills;
- Great attendance; and
- Ability to work well with others.

**Salary: DOE**

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### **Case Manager – Sobering – Posting #18-044**

#### **Major Duties:**

The Case Manager works under the supervision of the unit Program Director. This position provides case management services to patients in the Sobering Unit. In fulfilling these duties, the incumbent performs the following duties independently:

- Reviews applicable Washington Administrative Codes (WACs), Revised Codes (RCWs) and Federal regulations pertaining to mental health and/or chemical dependency treatment to ensure compliance with these regulations in all provided services.
- Provides treatment aftercare utilizing Assertive Continuing Care Model of treatment;
- Work with clients in meeting the individual service plan identified activities and goals that are strength-based and meet their unique needs;
- Will work as part of a treatment team & participate in regular team meetings;
- Will provide case management services to clients assigned to them in accordance with the individual service plan and evaluation recommendations;
- Maintain complete and up to date clinical files that document all services and contacts provided consistent with the requirements of WAC 388-865 and 388-877 (if applicable);
- Supports and implements agency policies and procedures;
- Networks within the community to identify outside agencies and services available to consumer/patients to help meet their needs;
- Establishes and maintains relationships with community agencies and service providers to meet the needs of consumer/patients;
- Represent the Agency in the community at various meetings and clinical reviews with the approval of the supervisor;
- Available on-call to ensure continuity of care for the agency consumer/patients;

- May be required to perform assessments to include interview, follow-up with collateral sources and preparation of a written report (if applicable);
- May be required to manage, record and report client's participation in urinalysis/breath analysis testing (if applicable);
- Adhere to all applicable regulations regarding client confidentiality;
- Other duties as assigned.

**Requirements:**

- Bachelor's degree in human sciences or related field or equivalent work experience preferred;
- High school diploma or equivalent with relevant college coursework required;
- Washington State Department of Health CDP/T credential required;
- Two years' experience working with individuals suffering from co-occurring mental illness and chemical dependency preferred;
- Familiarity with applicable 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.

**Salary:** DOE

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**Cook – Parenting Women's Program - Posting #18-042**

**Major Duties:**

The Cook works under the supervision of the Kitchen supervisor and. This position has the primary responsibility to prepare and serve meals to clients and staff. This position is also responsible to help maintain the overall kitchen cleanliness of the kitchen. In fulfilling these duties, the incumbent performs the following duties independently:

- Prepare and serve meals including stocking snacks;
- Daily cleanup of the kitchen and service areas including stove top, oven, refrigerators and freezer, mixer, slicer, floor, dish washing, pots and pans, garbage and recyclables;
- Perform deep cleaning at regularly scheduled intervals as designated by the department manager;
- Oversee food inventory by monitoring proper food temperature, rotating and storing food properly;
- Request additional supplies as necessary and help check in orders upon arrival;
- Maintain good health habits (washing hands often, etc.);
- Open and/or lock up according to outlined procedures; and
- Other duties as assigned.

**Position Requirements:**

- High school diploma or equivalent;

- 2-3 years' experience in the food services industry preferred; preferably in an institutional or healthcare environment;
- Current Food Handlers Card;
- Good verbal and written communication skills;
- Great attendance;
- Ability to work well with others.

**Salary:** DOE

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### **LPN – ECS - Posting #18-041**

#### **Major Duties:**

This position works under the supervision of the Withdrawal Management Director and is responsible for ensuring the safe operation of the agency 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;
- Monitoring and charting vital signs;
  
- Charting client response to prn medication;
- Report/request advice, from nurse manager or MD when situation is beyond LPN scope of practice;
- Triage medical complaints to RN or MD;
- Inventory of medication rooms;
- Assist with training of floor staff;
- Other duties as assigned;

#### **Requirements and Skills Required by the Position:**

- High school diploma or equivalent required;
- Current WA state LPN license required;
- Ability to communicate clearly both verbally and in writing;
- Must be flexible, tolerant and empathetic of clients from differing social and economic backgrounds;
- Current CPR certification required;
- Demonstrates the ability to work well with others;
- Good attendance; and
- Must have empathy for those suffering of drug and alcohol detox.

**Salary:** DOE

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## **Residential Aide – Women’s Program - Posting #18-025**

### **Major Duties:**

The Residential Aide position works under the supervision of the unit Residential Aide Supervisor. 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 clients;
- Assist clients as needed with homework assignments for treatment plan goals and objectives;
- Work as part of a treatment team;
- Complete all milieu duties as needed and assigned;
- 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; and
- Other duties as assigned.

### **Position Requirements:**

- High School diploma or equivalent;
- Familiarity with issues specific to addiction and recovery;
- Current CPR/1<sup>st</sup> Aid certification required;
- Current unencumbered driver license and proof of current car insurance required for Professional Services Unit staff members.
- Good verbal and written communication skills;
- Great attendance; and
- Ability to work well with others.

**Salary:** DOE

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## **Mental Health Professional – Aberdeen Location - Posting # 17-001**

### **Major Duties:**

The Mental Health Counselor works under the supervision of the Program Director. This position provides mental health services to both adults and children. 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.

**Job 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

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**Nursing Assistant / Medical Assistant – Posting #18-001**

**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, HCA, 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/1<sup>st</sup> 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

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**Residential Aide – Posting #18-003**

**Major Duties:**

The Residential Aide position works under the supervision of the unit Residential Aide Supervisor. 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 clients;
- Assist clients as needed with homework assignments for treatment plan goals and objectives;
- Work as part of a treatment team;
- Complete all milieu duties as needed and assigned;
- 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; and
- Other duties as assigned.

**Position Requirements:**

- High School diploma or equivalent;
- Familiarity with issues specific to addiction and recovery;
- Current CPR/1<sup>st</sup> Aid certification required;
- Current unencumbered driver license and proof of current car insurance required for Professional Services Unit staff members.

- Good verbal and written communication skills;
- Great attendance; and
- Ability to work well with others.

**Salary: DOE**

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### **LPN- Posting # 18-002**

#### **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**

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