

Open Positions as of 03/15/19

Residential Aide Supervisor Assistant - #19-035

Major Duties:

The Residential Aide Supervisor Assistant works closely with the Program Director and Residential Aide Supervisor. The Residential Aide Supervisor Assistant is responsible for assisting with the provision of non-clinical services to clients enrolled in residential services. The employee assists the Residential Aide Supervisor with oversight for all Residential Aides while on shift and in the absence of the Residential Aide 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 residential services as per Supervisor.
- Assist with the ordering and distributing of Patient Store.
- Ensure that all Residential Aides are performing their job duties and perform Shift Audits
- Ensuring full communication between the clinical staff team members and the milieu staff team members;
- Learn the role of Residential Aide Supervisor to ensure department quality and performance in the absence of the Supervisor.
- Address and communicate any staffing concerns with Residential Aide Supervisor
- Monitor all safety concerns in the residential units and reporting them immediately;
- Orientation and training of all new Residential Aides 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 Residential Aides as assigned by the Residential Aide Supervisor that meets the needs of the changing trends in the milieu.
- May provide shift coverage and nights and weekend work
- Other duties as assigned

Requirements:

- High School diploma or equivalent;
- College coursework in chemical dependency preferred;
- Experience and training in the delivery of services to alcohol and other drug effected individuals and their families;
- Demonstrated experience providing supervision and/or mentoring to subordinate staff or co-workers preferred.
- Current unencumbered driver license and proof of current car insurance required for Residential staff members
- Demonstrated experience at providing a safe and supportive environment for individuals early in recovery from alcohol and other drugs.
- CPR/1st Aid certification required; must obtain within 14 days of hire.
- Ability to communicate clearly both verbally and in writing;
- Great attendance; and
- Ability to work well with others.

Salary: DOE

Crisis Services Program Director – Posting #19-036

Major Duties:

The Program Director works closely with the Chief Clinical Officer and is responsible for the provision of clinical services to clients enrolled in their assigned program. This position provides program oversight and clinical supervision for all counseling and non-counseling staff on their assigned unit including clinical service delivery, maintenance of patient records, contract compliance and liaison with various government and private agencies and officials. This position is a member of the Management Team. In fulfilling these duties, the incumbent performs the following duties independently:

- Provides oversight and day-to-day supervision of the agency's crisis stabilization and triage program and other relevant crisis programs as assigned;
- Review Washington Administrative Codes (WACs) and Revised Codes (RCWs) and Federal regulations pertaining to behavioral health treatment and other community support services and develop and implement policies and procedures to comply with said codes and regulations;
- Ensure that continuous quality improvement addresses both patient needs and compliance with WACs, RCWs, and Federal Regulations;
- Ensure that the agency treatment programs are maintained in such a way to be in substantial compliance with Division of Behavioral Health and Recovery (DBHR) and insurance organization reviews, and CARF Surveys;
- Prepares and submits statistical reports to the Chief Clinical Officer for program compliance with contract performance indicators;
- Provides clinical supervision of treatment services including case staffing, chart entries, case audits, and treatment plan reviews;
- Orientation of all new staff to their assigned unit;
- Ensure compliance with all applicable Lifeline Connections' contracts;
- Forms collaborative relationships with community partners;
- Prepare and present in-service training to staff in order to meet the needs of the changing trends in the program; and
- Other duties as assigned.

Requirements:

- A master's degree or further advanced degree in counseling or one of the social sciences from an accredited college or university required;
- Must qualify as a Mental Health Professional (MHP) and licensed in their field;
- Five years' experience as a qualified counselor as defined in WAC 388-877, or its successor;
- Have a minimum of 2 years clinical supervisory experience;
- Ability to meet the licensing requirements of a Chemical Dependency Professional in Washington State (CDP) consistent with WAC 388-877 and RCW 18.205 within a period of time set at time of hire preferred;
- Previous documented experience working with an understanding of statistical methods, managing budgets, supervision of personnel and program management;
- Current unencumbered driver license and proof of current car insurance may be required;
- Good verbal and written communication skills;
- Great attendance; and
- Ability to work well with others.

Salary: DOE

Case Manager - TSC - Posting #19-034

Major Duties:

The TSC 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.
- Monitor UA results and report to Therapeutic Specialty Court team
- 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 246-341 (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;
- 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:

- CDPt/CDP with a Bachelor's degree in human sciences or related field or equivalent work experience required
- Washington State Department of Health CDP credential and 5 years' experience in Behavior Health can be substituted for a Bachelors degree.
- Two years experience working with adults who have a substance use disorder preferred;
- Familiarity with applicable Washington State regulations related to the provision of mental health services (RCW 71.05) and chemical dependency services (WAC 246-341).
- Current unencumbered driver license and proof of current car insurance.

Salary: DOE

Mental Health Professional – Posting #19-033

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

Engagement Specialist – Posting #19-032

Major Duties: The Engagement Specialist works under the supervision of the Program Director. The specialist contacts individuals (referred by clinicians) that are not attending scheduled service appointments to confirm if they want services. The purpose of the contact is to identify barriers to individual attending and addressing them, (i.e., different day, time, etc.), assist individuals with getting into medication appointments, group therapy, etc. to re-engage individuals, and if the individual cannot be re-engaged in treatment services, assist with Discharge/Transfer Planning for the individual. The priority population served will be individuals referred from residential/inpatient services, hospitals and school based services.

In providing these services, the incumbent performs the following duties independently:

- Contacts the individuals referred by clinicians that are not attending scheduled service appointments to confirm if they want services.
- Identify barriers to individual attending and addressing them (i.e., different day, time, etc.).
- Schedule medication appointments, group therapy, etc. to re-engage individual referred from inpatient, outpatient and school based services..

- If individual cannot be re-engaged in treatment services, create Discharge/Transfer Planning for individual.
- Screen and evaluate risks of individuals referred for services
- Screen and evaluate requests for services.
- Intervene, stabilize and manage acute crisis situations.
- Assess and evaluate individual needs, strengths, goals and resources.
- Refer and link individuals to services and other human services programs after a series of continued late cancels or individual no shows for appointment.
- Work with interdisciplinary team in reviewing cases and developing Individual Service Plans to reengage individuals into services.
- Provide linkage case management, participate in treatment planning and discharge planning when individual is hospitalized.
- Consult staff regarding assessments and service plan development.
- Consult with other service agencies around case-specific and programmatic services.
- Other responsibilities and tasks as may from time to time be assigned.
- Maintain a minimum of 50% productivity or 920 billable hours per year.
- Maintain clinical and management records in accordance with assigned Services Programs.
- Maintain 100% UM/UR compliance.
- Conduct all professional activity in an ethical manner.
- Conform to all applicable policies and procedures.
- In conjunction with other staff assist in identifying and eliminating any situation which jeopardizes the health and/or safety of individuals, staff, or others who come in contact with agency operations.
- Utilize literature, workshops and other training aids to continually improve clinical and administrative skills.
- In conjunction with supervisor, complete and implement Individual Professional Development Plan.
- Assist in assuring compliance with all related licensing and accreditation requirements.

Requirements:

- Experience in Behavioral Healthcare field with adults and/or youth preferred;
- Meet credential requirements of a peer support specialist or recovery coach;
- Current unencumbered driver license and proof of car insurance;
- Good verbal and written communication skills;
- Great attendance;
- Ability to work well with others.

Salary: DOE

Admissions Specialist – Posting #19-030

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

Psychiatric Advanced RN Practitioner – Bellingham – Posting #19-028

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 a part time position.

Health Home Care Coordinator – Centralia - Posting #19-027

Major Duties:

This position provides care coordination to agency patients. Care Coordinators (CC) are designed to provide education and support to members with elevated risk and are elevated utilizers of health care services. In fulfilling these duties, the incumbent performs the following duties independently:

- Care coordinators will provide outreach and initial health assessments resulting in the development of a Health Action Plan (HAP). Additional health screens will include the Patient Activation or Caregiver Activation Measure (PAM/CAM), Body Mass Index (BMI), Patient Health Questionnaire (PHQ-9) and the KATZ measure for activities of daily living. Other screens may be used as appropriate for care. The HAP will be updated at least every 4 months.
- The DSHS Predictive Risk Intelligence System (PRISM) will be used as a tool to support health planning and monitoring of clinical outcomes and usage.
- Reinforce Health Action Plan and supporting the beneficiary to attain short and long term goals. Motivational interviewing techniques will support goal setting. The CC will spend time advocating, educating and supporting the beneficiary and natural family supports to attain and improved self-management skills.
- CC will meet ongoing both in person and telephonically to support beneficiary and the beneficiary attainment of health care goals.
- Coordinating with the authorizing and health care or social service entities as necessary to maintain self-care and support the beneficiary's health action goals.
- Monitor and review beneficiary's knowledge of medication and medication use. Should educate beneficiary on signs and symptoms of complications and provide beneficiary sources of help if needed (i.e. health plan nurse line, primary care providers, specialty providers etc.)
- Should facilitate successful transition of care from inpatient to outpatient settings. Supporting discharge instructions, coordinating with specialty and primary providers, reviewing care environments, ensuring medication is understood and used appropriately.
- Care Coordinator will document patient progress and recommendations in the managed care organization's care management electronic health care system. All in person and telephonic encounters will also be documented.

- Other duties as assigned.

Position Requirements:

- Bachelor's in social work, psychology, social services, human services or behavioral sciences
- Required travel to Aberdeen and South Bend on a regular basis
- Above average Microsoft Office skill set
- Experience working within health systems
- Experience with underserved, recovery and mental health populations
- Familiarity in Motivation Interviewing technique
- Strong communications skills

Salary: DOE

Family Therapist - #19-026**Major Duties:**

The Family Therapist works under the supervision of the Program Director. This position is responsible for clinical services working with individuals with substance use disorders and their families. In fulfilling these duties, the clinician 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;
- Conduct a family education group;
- 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 388-805 (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;
- May require weekend work; and
- Other duties as assigned.

Requirements:

- Master's degree in Social Work, Counseling Psychology, or Marriage and Family Therapy, with current State of Washington credential;
- Current CDP or CDPT upon hire;
- 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 substance use disorders, co-occurring disorders and family systems;
- Ability to work as part of a multidisciplinary team to help clients 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

Prescriber – Aberdeen/South Bend – Posting #19-025

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:

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

Requirements:

- Possess and maintain a current State medical license (ARNP, MD, or PA);
- Possess a current DEA credential with the ability to prescribe Suboxone;
- Ability to maintain client confidentiality;
- Good verbal and written communication skills;
- Great attendance; and
- Ability to work well with others.

Salary: DOE

*This is a part time position

Psychiatric Advanced RN Practitioner – COMET – Posting #19-024

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 is a part time position

Kitchen Supervisor – Posting #19-023

Major Duties:

Plans, controls, directs, manages, and evaluates food services within the Lifeline Connections facilities and establishes work performance standards, assuring compliance with federal, state, and local governmental regulations. In fulfilling these duties, the incumbent performs the following duties independently:

- Plans, coordinates, and manages the Lifeline Connections Food Services programs.
- Develops updates, modifies, and implements new industry techniques and processes in large scale food services delivery; identifies, researches, and analyzes industry trends.
- Prepares projected cost estimates and budget recommendations with justification for requests, and monitors food services program budgets.
- Provides quality assurance of food service performance.
- Develops and coordinates daily menus as well as special/modified/therapeutic menus including menus to meet individual nutritional needs.
- Selects and evaluates staff; provides or coordinates training, works with employees to correct deficiencies; provides initial response to grievances, discipline, and termination procedures.
- Oversees staff coordination and review of meal preparation and kitchen procedures; meets with staff to identify and resolve problems; oversees the assignment of work, activities and projects; monitors workflow; and reviews and evaluates work products, methods and procedures.
- Manages procurement of food donations, including maximizing donations to reduce food costs and maintaining positive relationships with community partners.
- Monitors and oversees the maintenance of inventories on produce, meat, dry stores, canned goods, dietary products, kitchen ware, utensils, and kitchen equipment.
- Oversees proper maintenance, repair and utilization of food service facilities and equipment; develops requirements and approves work orders for repair and maintenance of equipment.
- Oversees the inspection of all kitchen and food preparation areas to ensure proper food handling, sanitation, and elimination of safety and/or security hazards, and proper care, use and security of culinary equipment.
- Explores other industry options; develop/monitors contracts for new opportunities.
- Implements food recall procedures as well as product returns and follows/tracks reimbursements
- Other duties as assigned.

Requirements:

- Minimum of two to four years' experience in an institution, health care facility, or a large scale food service operation involving work in the planning, organization and production of meals,

food procurement and storage; and two (2) years of responsible supervisory/management experience.

- Line cooking experience preferred.
- High school diploma or equivalent.
- Basic word processing/computer skills are desirable.
- Food Handlers and Serve Safe Certification.
- Possession of a valid motor vehicle operator's license and an acceptable driving record.

Salary: DOE

Chief Quality Officer - Posting #19-019

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

Case Manager COMET– Posting #19-017

Major Duties:

The COMET Case Management position works under the supervision of the Mental Health Program Director. This position is responsible for clinical and case management services on the COMET team and or Jail Transition team. In fulfilling these duties, the incumbent performs the following duties independently:

- Understands 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;
- Will work with individuals to meet the goals identified in their treatment plans using strength based approaches;
- Will work as part of a treatment team;
- Case management activities to include: assistance with finding or maintaining housing, assistance in securing community resources, skill building, crisis management, etc;
- 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 with, establishes, and maintains relationships with community agencies and service providers to meet the needs of individuals;
- Represents the Agency in the community at various meetings and clinical reviews with the approval of the supervisor;
- Other Duties as assigned.

Position Requirements:

- College coursework preferred;
- Must hold or obtain a credentialed counselor (Agency Affiliate, Certified Advisor, Certified Counselor, Chemical Dependency Professional or Trainee) in the state of Washington;

- Have at least one year of paid or voluntary experience working with adults or youth suffering from mental illness and/or chemical dependency or at least three years experience working with adults or youth in a mental health or chemical dependency treatment facility;
- Familiarity with Washington State regulations related to the provision of mental health services (RCW 71.05) and chemical dependency services (WAC 388-805);
- Ability to communicate clearly;
- Great attendance;
- Ability to work well with others.

Salary: DOE

Housing Supports Specialist – Posting # 19-016

Major Duties:

The Housing Supports Specialist provides community based housing support services to individuals with behavioral health conditions. In fulfilling these duties, the incumbent performs the following duties independently:

- Will work with the patients 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;
- Will provide community based housing case management services to patients assigned to them in accordance with the individual service plan and evaluation recommendations;
- Maintain complete and up to date files that document all services and contacts;
- Supports and implements agency policies and procedures.
- Networks within the community to identify outside agencies and services available to patients to help meet their needs.
- Establishes and maintains relationships with community agencies and service providers to meet the needs of patients.
- Represents the Agency in the community at various meetings;
- Assist patients in filling out rental applications and other necessary housing document;
- Assist patients in obtaining housing financial assistance if needed;
- Work with other housing providers and landlords around any tenant issues, seek to resolve concerns

Job Requirements:

- Possess a bachelor's degree in a related social service science field.
- Have at least one year of paid or voluntary experience working with adults in a mental health or substance use disorder treatment facility or an organization that provides housing support services.
- Experience providing housing support services preferred.

Salary: DOE

Case Manager – Recovery Resource Center – Posting #19-015

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.
- Monitor UA results and report to Juvenile Recovery Court team and probation officers;
- Provides treatment aftercare utilizing Adolescent Community Reinforcement Approach and 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 required;
- Washington State Department of Health CDP/T credential required;
- Two years experience working with adults or youth 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

Utilization Management CDP/T Clinician – Women's Inpatient - #19-011

Major Duties:

The Utilization Management Clinician will be responsible for completing triage assessments to determine patient risk and appropriate level of care based on the medical necessity review (ASAM) as well as, performing ongoing utilization review, authorization for all higher levels Inpatient (IP), Withdrawal Management (Detox) Intensive Outpatient (IOP) of care (Substance Use Disorders). 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
- Responds to and completes urgent/emergent assessment and triage for individuals seeking services
- Complete pre-certification for higher level of care admissions as part of a wait list of emergent needs
- Application of medical necessity criteria in authorization of substance use services (ASAM). Referral and triage for individuals in crisis situations.
- Completes concurrent reviews and coordinates with clinicians on discharge planning and post discharge follow up care
- Data entry of all authorizations and clinical notes in clinical files
- Complete retro-reviews as assigned by management staff
- Participate in scheduled staff meetings and trainings
- Participates in case staffing when needed
- Notify Director of Utilization Management and Admissions Director regarding any quality indicators/concerns
- May be assigned CDP/T duties depending on authorization numbers, staffing level and caseload sizes.

Requirements:

- College course work in chemical dependency, human sciences or related field required;
- Experience using ASAM Placement Criteria;
- Experience conducting treatment authorizations with commercial insurance and/or managed care plans, preferred;
- Successful completion of at least one course per quarter/semester toward educational requirements as necessary to obtain an active Washington State Department of Health CDPT credential required;
- 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;
- 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

Chemical Dependency Professional (Trainee) – Women’s Inpatient– Posting #19-010

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

Recovery House Program Director – Bellingham - Posting #19-009

Major Duties:

The Recovery House Program Director works under the supervision of the Chief Clinical Officer. The Recovery House Program Director provides direct services to patients diagnosed with mental and substance use disorders in assigned locations. The Recovery House Program Director provides clinical supervision to assigned staff.

In fulfilling these duties the incumbent performs the following duties:

- Participate in staff recruitment, interviewing, hiring, work assignments, orientation and performance supervision according to work rules, regulations, and policies; develop and implement staff orientation and training in conjunction with the Chief Clinical Officer.
- Provide direct services to include, assessment, intake, individual and group therapy and case management.
- Schedule and facilitate individual supervision sessions with assigned staff;; monitor staff training needs, professional development activities and ability to deliver services as assigned; develop, maintain and update professional development plans; monitor productivity; implement and monitor collaborative documentation; schedule staff to work shifts and monitor the staff shift schedule;
- Monitor all staff performance, ethical and safety practices and report concerns to Chief Clinical Officer immediately;
- Maintain open communication with the Chief Clinical Officer; promote healthy communication between team members and other agency staff in the delivery of services;
- Ensure that continuous quality improvement addresses both patient centered care and compliance with agency policies and contracts, WAC's, RCW's, BHO policies, CARF standards, Medicaid or other Federal Regulations; review clinical charts for accuracy and completeness;; schedule and facilitate staff meetings at least twice monthly for care coordination and to provide training on needs identified through quality improvement; participate in the implementation of agency tracking systems and chart audit procedures;
- Coordinate integrated care across behavioral health, physical health and recovery support needs; provide coordinated care with respect for patient confidentiality, safety and self-determination;
- Ensure assigned staff collaborate with patients to develop a patient centered individualized treatment plan, revised when necessary, to address evolving patient need; culturally competent and age appropriate; consider all aspects of the patient, their families, and their community's psychosocial, economic and cultural needs;

- Collaborate with community partners to increase patient access to services;
- Ensure all required documentation is completed in an accurate and timely manner;
- Seek supervisory assistance if problems with own or assigned staff documentation quality or timeliness occur or persist;
- Independently identify program needs and make recommendations to Chief Clinical Officer;
- Actively contribute to program development by participating in agency and community meetings; and
- Other duties as assigned.

Requirements:

- Possess a bachelor's degree and must be working towards obtaining a master's degree in one of the social sciences from an accredited college or university within two years of the date of hire (transcripts showing completion of or enrollment in master's level coursework as well as a degree program plan with estimated date of completion will be requested);
- Be licensed or certified as a CDP in the state of WA;
- Possess a license in mental health counseling, social work or related field within two years of date of hire;
- Have a minimum of two years clinical supervisory experience;
- Experience providing treatment to persons with severe and persistent mental illnesses and substance use disorders in a treatment setting;
- Program management experience is desirable, must have demonstrated experience providing supervision and/or mentoring to staff.
- Ability to work in fast-paced environment, with excellent oral and written communication skills, critical thinking and problem-solving abilities;
- Sensitive to ethnic, cultural, gender; beliefs, and behaviors, substance use disorders, HIV/AIDS and related medical/social issues;
- Demonstrate understanding of substance use disorders/opioid use disorder and medication assisted treatments;
- Ability to work independently as well as part of a team.
- A strong commitment to the right and ability of each person with a substance use disorder(s) to live, work and have access to helpful, competent and continuous supports and services;
- A strong commitment to working collaboratively, assertively and interdependently with co-workers;
- Skills and competence to establish trusting relationships with persons with substance use disorder(s) and respect for individual rights and personal preferences in treatment;
- Knowledge of pharmacology; clinical treatments of individuals with co-occurring disorders (mental/substance use disorders); crisis intervention; and professional ethics;
- Knowledge of community/health resources;
- Ability to use clear, concise and effective written and oral communication and comply with agency policies when sharing, documenting relevant patient care data.
- Demonstrated ability to effectively prioritize and organize work to satisfactory completion;
- Ability to drive between work sites throughout the work week;
- Current unencumbered driver license and proof of current car insurance may be required;
- Effective verbal, written and interpersonal skills with ability to interact providers and team members from various settings;
- Ensure own professional development and maintain licensure and/or certification requirements;
- Dependable and reliable attendance.

Salary: DOE

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

Chemical Dependency Professional (Trainee) - OP - Posting #18-102

Major Duties:

The Chemical Dependency Professional Trainee 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 CDPT 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 246-341, or its successor; and
- Other duties as assigned.

Requirements:

- CDP or CDPT in Washington state required;
- College course work in chemical dependency, human sciences or related field required;
- 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;
- 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

Mental Health Clinical Supervisor – Mt. Vernon – Posting #18-103

Major Duties:

Mental Health (MH)/Co-occurring (COD) Clinical Supervisor works under the supervision of the Program Director. The MH/COD Supervisor provides direct services to patients diagnosed with mental health or co-occurring disorders and provides clinical supervision to assigned staff.

- In fulfilling these duties the incumbent performs the following duties:

- Participate in staff recruitment, orientation and performance supervision according to work rules, regulations and policies.
- Provide direct services to include, assessment, intake, individual and group therapy and case management; participate in and monitor walk-in access for MH/COD assessments;
- Schedule and facilitate individual supervision sessions with assigned staff; Monitor all ethical and safety concerns and report to Program Director immediately;
- Maintain full and open communication with the Program Director; promote communication between team members and other agency staff in the delivery of services;
- Ensure that continuous quality improvement addresses both patient centered care and compliance with agency, WACs, RCWs, BHO, CARF standards, Medicaid, and Federal Regulations;
- Comply with all applicable Lifeline Connections policies and contracts;
- Coordinate integrated care across behavioral health, physical health and recovery support needs;
- Ensure assigned staff collaborate with patients to develop an individualized treatment plan, revised when necessary, to address evolving patient need;
- Collaborate with community partners to increase patient access to services;
- Ensure counselors assist patients with selecting approved treatment providers for counseling, inpatient and other supports;
- Complete all required documentation in an accurate and timely manner;
- Seek supervisory assistance if problems with own or assigned staff documentation quality or timeliness occur or persist;
- Independently identify program needs and make recommendations to supervisor;
- Actively contribute to program development by participating in agency and community meetings;
- Other duties as assigned.

Requirements:

- A master's degree or further advanced degree in counseling or one of the social sciences from an accredited college or university required;
- Must qualify as a Mental Health Professional (MHP) and licensed in their field;
- Have a minimum of 2 years clinical supervisory experience;
- Be licensed or certified as a CDP or CDPT in the state of WA preferred;
- Experience providing treatment to persons with severe and persistent mental illnesses and substance use disorders in a treatment setting;
- Supervisory and program management experience is desirable, must have demonstrated experience providing supervision and/or mentoring to subordinate staff or co-workers.
- Ability to work in fast-paced environment, with excellent oral and written communication skills, critical thinking and problem-solving abilities;
- Sensitive to ethnic, cultural, gender; beliefs, and behaviors, substance use disorders, HIV/AIDS and related medical/social issues;
- Demonstrate understanding of substance use disorders/opioid use disorder and medication assisted treatments;
- Knowledge of pharmacology; clinical treatments of individuals with co-occurring disorders (mental/substance use disorders); crisis intervention; and professional ethics;
- Knowledge of community/health resources;
- Demonstrated ability to effectively prioritize and organize work to satisfactory completion;
- Ability to drive between work sites throughout the work week;
- Current unencumbered driver license and proof of current car insurance may be required;

- Effective verbal, written and interpersonal skills with ability to interact providers and team members from various settings.

Salary: DOE

Regional Program Director – Grays Harbor/ Pacific Counties – Posting #18-100

Major Duties:

The Program Director works closely with the Chief Clinical Officer, Chief Financial Officer and the Chief Executive Officer and is responsible for the provision of clinical services to patients enrolled in their assigned unit. This position provides program oversight and clinical supervision for all counseling staff on their assigned unit including clinical service delivery, maintenance of patient records, contract compliance, public relations, and liaison with various government and private agencies and officials. This position is a member of the Management Team. 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 substance use disorder and mental health treatment and develop and implement policies and procedures to comply with said codes and regulations;
- Ensure that continuous quality improvement addresses both patient needs and compliance with WACs, RCWs, and Federal Regulations;
- Ensure that the agency treatment programs are maintained in such a way to be in substantial compliance with Division of Behavioral Health and Recovery (DBHR) and Commission on Accreditation of Rehabilitation Facilities (CARF) ;
- Prepares and submits statistical reports to the Chief Clinical Officer for program compliance with contract performance indicators;
- Provides clinical supervision of treatment services including case staffing, chart entries, case audits, and treatment plan reviews;
- Orientation of all new staff to their assigned unit;
- Ensure compliance with all applicable Lifeline Connections contracts;
- Prepare and present in-service training to staff in order to meet the needs of the changing trends in substance use disorder and mental health treatment;
- In conjunction with the Chief Financial Officer, ensure that assigned units are financially stable;
- Provide direct services to patients as needed; and
- Other duties as assigned.

Requirements:

- A masters' degree or further advanced degree in psychology, social work, counseling or related field from an accredited college or university required;
- Licensed as a mental health counselor, licensed marriage and family therapist, or licensed clinical social worker required;
- 3 years supervisory experience in a state approved chemical dependency treatment program preferred;
- Ability to meet the licensing requirements of a Chemical Dependency Professional in Washington State (CDP) consistent with WAC 388-877 and RCW 18.205 at hire preferred;
- Previous documented experience working with an understanding of statistical methods, managing budgets, supervision of personnel and program management;

- Current unencumbered driver license and proof of current car insurance may be required;
- Current CPR/1st Aid certification required for staff members;
- Good verbal and written communication skills;
- Great attendance; and
- Ability to work well with others.

Salary: DOE

Chemical Dependency Professional – Jail Reentry - Posting #18-096

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 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 Director, other senior staff members, and other counselors in building and maintaining an intense treatment environment that motivates clients to focus on problematic behaviors, , 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;
- 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; and
- Other duties as assigned.

Requirements:

- Bachelor's degree in chemical dependency, human sciences or related field or equivalent work experience required;
- 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 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;
- 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

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

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:

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

Requirements:

- Possess and maintain a current State medical license (ARNP, MD, or PA);
- Possess a current DEA credential with the ability to prescribe Suboxone;
- Ability to maintain client confidentiality;
- Good verbal and written communication skills;
- Great attendance; and
- Ability to work well with others.

Salary: DOE

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

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

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

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:

- 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

Sobering Aide – Posting #19-005

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

Residential Aide – Women's Program - Posting #19-004

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/1st 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

Residential Aide – Posting #19-003

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/1st 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

LPN – Posting #19-002

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

Nursing Assistant / Medical Assistant – Posting #19-001

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 MA/CNA has with patients, it is critical for the MA/CNA 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.

Requirements and Skills Required by the Position:

- High school diploma or equivalent.
- Current CNA, MA, or HCA credential in the state of Washington required;
- 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
