



## Job Description

### **CHEMICAL DEPENDENCY PROFESSIONAL – School-Based**

#### **GENERAL DESCRIPTION**

The Chemical Dependency Professional is responsible for the delivery of screening/intakes, individual counseling, group counseling, and other related services to adolescents and young adults with drug/alcohol problems. This person will work with youth in Snohomish County Secondary Schools (Mukilteo School District). The Chemical Dependency Professional reports to the Youth Substance Abuse Program Manager. This is an exempt position.

#### **MAJOR RESPONSIBILITIES – Specific for this position**

- Provides screenings/intakes, individual counseling, and group counseling and education to clients and perspective clients
- Screens for mental health and health care issues and refers to appropriate services
- Provides case management to clients, to include probation reports, CPS reports, and Drug Court reports
- Provides outreach and education to adolescents and young adults and families regarding substance abuse issues and CHS programs
- Provides training and consultation to educators, conference committees, probation officers, community groups and healthcare providers regarding issues facing young adults and families
- Actively promotes CHS programs to families and individuals; develops and maintains relationships with other professionals and agencies
- Maintains accurate and thorough clinical records as per agency, county and state requirements
- Provides input and reports to Program Manager and Director regarding the clinical needs of clients, improved ways of offering services.
- Completes all tasks as assigned by the Program Manager/Department Director in a timely manner
- Participates in required trainings, including any audio and video recordings required for evidence based practices used in the adolescent and young adult programs
- Completes Credible notes for billing immediately following services
- Maintains a professional and courteous attitude to all clients, partners and community members
- Maintains status as a qualified chemical dependency professional
- Collaborates with the school personnel, adhering to their guidelines, policies, and schedule.
- Participates in individual supervision, staff meeting, and staffings at CHS (or other location when appropriate) as scheduled

#### **MAJOR RESPONSIBILITIES – for the agency**

- Provides all services utilizing a strengths-based, family-focused, integrated and client-centered approach
- Provides services in a culturally competent manner
- Participates in creating and maintaining a workplace that values diversity and treats everyone with respect without regard to race, color, age, religion, creed, gender, sexual orientation, national origin, marital status, the presence of any sensory, mental, or physical disability
- Demonstrates teamwork and open communication
- Provides services in a manner that expedites the meeting of contract requirements and program outcomes
- Maintains documentation in a timely, thorough and accurate manner
- Follows agency policies and procedures, RCWs, WACs, and other external regulations
- Follows CHS's Code of Ethics
- Performs other appropriate tasks related to your professional role as needed

## MINIMUM REQUIREMENTS

- BA or BS Degree or equivalent in Human Services
- Chemical Dependency Professional as described in WAC
- Licensed, certified or registered in the State of Washington
- Reliable transportation
- Willing to travel between the four schools during the work week as well as the Shoreline 170<sup>th</sup> site weekly
- Articulate with the ability to represent the agency in a professional manner
- Comfort and skill with public speaking and networking
- Available to work some evening hours as needed
- Must have no misuse of alcohol or other drugs within the previous 2 years
- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Experience and demonstrated ability to successfully work within a diverse cultural setting and provide culturally competent services
- Ability to work cooperatively as part of a team
- Prompt and consistent attendance during scheduled working hours
- Annual TB test
- Ability to work in an unstructured and unpredictable setting, ability to adapt to change
- Sense of humor

## LOCATION

This position is located within the Substance Abuse Department at Center for Human Services' 170<sup>th</sup> Site (17018-15<sup>th</sup> Ave NE, Shoreline, WA 98155) but will be located at schools predominantly. (Mariner HS, Explorer MS, Voyager MS, and ACES HS)

## APPLICATION PROCEDURE

Submit cover letter and resume electronically to [hwaters@chs-nw.org](mailto:hwaters@chs-nw.org) and reference job #SA-78

## CLOSES

Open until filled

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CHS is an Equal Opportunity Employer

The mission of the Center for Human Services is to strengthen the community through counseling, education and support to children, youth, adults and families.

Our Values: Embrace diversity, provide accessibility, champion collaboration, demand accountability, personify integrity, and to have fun.

