



## Job Description

### **CHEMICAL DEPENDENCY PROFESSIONAL**

#### **GENERAL DESCRIPTION**

The Chemical Dependency Professional (CDP) is responsible for the delivery of individual counseling, group counseling and related services to individuals with drug/alcohol problems. The Chemical Dependency Professional reports to the appropriate County SUD Program Manager. This is an exempt position.

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

- Provide assessments/intakes, individual counseling, group counseling, and related services to clients in the Substance Use Disorders Programs
- Screen for mental health and health care issues and refer to appropriate services
- Provide case management to clients, to include probation reports, CPS reports, and Drug Court reports as appropriate
- Provide outreach and education to adults and families regarding substance abuse issues and CHS programs
- Provide training and consultation to educators, conference committees, probation officers, community groups and healthcare providers regarding issues facing adults, youth, and families
- Actively promote CHS programs to families and individuals; develop and maintain relationships with other professionals and agencies
- Maintain accurate and thorough clinical records as per agency, county and state requirements
- Provide input and report to Program Manager and Director regarding the clinical needs of clients, improved ways of offering prevention, outreach, treatment services and supervision.
- Provide outreach and consultation, prevention and treatment services as indicated by contract and program needs
- Complete all tasks and contract scopes of work as assigned by the Program Manager/Department Director in a timely manner
- Commit to required trainings, including audio and video recordings required for evidence-based practices if required
- Collect payment from clients for services as needed
- Conduct collaboration documentation with clients during therapy sessions
- Complete Credible notes for billing immediately following services
- Participate in individual supervision, staff meeting, staffing, and all-staff meetings as scheduled
- Maintain a professional and courteous attitude to all clients, partners and community members
- Maintain status as a qualified Chemical Dependency Professional

#### **MAJOR RESPONSIBILITIES – Agency in general**

- Provide all services utilizing a strengths-based, family-focused, client-centered, trauma-informed, culturally competent approach that is integrated with other services
- Participate in creating and maintaining a workplace that values diversity and treats everyone with dignity and respect without regard to race, color, age, religion, creed, gender, gender identity, gender expression, sexual orientation, national origin, marital status, the presence of any sensory, mental, or physical disability
- Utilize teamwork and open communication
- Have prompt and consistent attendance during scheduled working hours
- Provide services in a manner that expedites the meeting of contract requirements and program outcomes
- Maintain documentation in a timely, thorough and accurate manner
- Follow agency policies and procedures, RCWs, WACs, CARF standards, and other external regulations
- Follow CHS's Code of Ethics



- Perform all other tasks as assigned by the supervisor, manager, or a director that furthers the success of programs and/or the agency

**MINIMUM REQUIREMENTS**

- AA Degree or equivalent in Human Services
- Chemical Dependency Professional as described in WAC
- Licensed, certified or registered in the State of Washington
- 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 on a regular schedule
- 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
- Negative TB test or physician clearance to work
- Ability to work in an unstructured and unpredictable setting; ability to adapt to change
- Sense of humor

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Employee Printed Name Date

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Employee Signature Date

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Supervisor Signature Date

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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 have fun.