



Position Description

Position Title: Substance Use Disorder Professional **Reports To:** Director of Recovery Services
Department: Healing Clinic 750 **Job Category:** Non-Exempt

Position Summary

The Jamestown Healing Clinic (JHC) Substance Use Disorder Professional (SUDP) will work as part of a team for an integrated care clinic that combines primary care, dental, behavioral health, and opiate use disorder treatment. SUDP will facilitate individual, family, and group counseling for patients participating in the Opioid Treatment Program (OTP).

Essential Functions

- Provide direct counseling and case management services to assigned patients consisting of individual, group, family and educational services, including assessment, counseling, and aftercare services
- Serve as a mediator between patients, relatives, medical staff, and outside agencies
- Prepare patient progress reports and completion notices and provide to all interfacing agencies to include courts, probation departments, and referral sources as appropriate
- Ensure compliance and implementation of all JHC policies and treatment procedures; maintain patient confidentiality
- Effectively orient patients to the facility; provide patients with program guidelines, compliance information including patient rights, grievances, policies, and procedures
- Identify and respond to crises that may negatively impact treatment and, where possible, uses the negative events to enhance treatment efforts
- Lead discussions and present lectures and films for group sessions
- Maintain professional standards and follow the treatment policies established by the JHC, federal, state, and local regulations; maintain professional boundaries with patients and staff
- Conduct follow-up assessments on treatment programs designed for and undertaken by each patient
- Maintain accurate and current recordkeeping for each patient in accordance with the established electronic records system and all agency procedures and protocols (assessments, treatment plans, treatment procedures, and discharge summaries, etc.)

- Prepare patient progress reports and completion notices and provide to all interfacing agencies to include courts, probation departments, and referral resources as appropriate
- Participate in community educational programs on substance use disorder for the public, professional, and industrial groups
- Maintain all requirements to ensure that SUDP licensure/certification remains current and in good standing
- Perform all other duties as assigned
- Adhere to all JHC policies and procedures, including but not limited to standards for safety, and work practices as described in the Occupational Exposure Control Plan and HIPAA

Requirements

- Associate's degree
- Certified as a Substance Use Disorder Professional in good standing with the State of Washington
- Two (2) years of experience working in a clinical setting
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders
- Ability to work in a cross-culture environment, understands the social and cultural context of the patients at the JHC. Understands the role of trauma, historical, community, family, and personal experience in wellness and recovery
- Understands and adheres to state (RCW, WAC) and federal confidentiality regulations (42 CFR part 2). Applicants must always conduct self ethically and professionally
- Effective communication; written, verbal, and interpersonal skills, including conflict resolution
- Experience using Electronic Health Records (EHRs)
- Computer proficiency in Microsoft Word, Excel, PowerPoint
- Knowledge of Local, State, and Federal Laws and Regulations
- CPR/First Aid Certification or ability to complete employer provided training upon hire
- Must be able to successfully pass a criminal background investigation
- Uphold all current vaccine requirements for employment
- Ability to travel locally and regionally as assigned
- Valid Washington State Driver's License

Preferred Qualifications

- Bachelor's Degree
- Knowledge of office administrative operations, including personnel management and compliance
- Excellent organization skills and the ability to prioritize multiple tasks
- Effective time management, decision-making, and problem-solving skills
- Demonstrate initiative, work independently with little supervision

- American Indian/Alaska Native preferences apply

Physical Requirements/Working Conditions

- Must be available to work any shift (to include all hours, weekends, and/or holidays as job duties require)
- Must be able to lift, push and carry up to 25 lbs. unassisted
- Physical ability to access all areas of the property applicable to your position
- Must be able to withstand prolonged standing, sitting, walking, bending, climbing, squatting, and twisting without restriction
- Requires eye/hand coordination and manual dexterity; ability to distinguish letters, numbers, and symbols
- Must have the ability to reach at or below/above shoulder level on a continuous basis
- Must be able to work in a fast-paced, busy, and somewhat stressful environment and maintain physical stamina, proper mental attitude while dealing effectively with patients, management, team members, and outside contacts while working under pressure and meeting deadlines

Acknowledgement

The purpose of this position description is to communicate the responsibilities and duties associated with this position. While the following information should be considered a comprehensive description of this position, it should also be noted that some responsibilities and duties may not be specially addressed.

Every employee is expected to perform any reasonable task or request that is consistent with fulfilling company objectives. Jamestown S'Klallam Tribe reserves the right to modify the job duties and responsibilities as business requires. This job description does not constitute a written or implied contract of employment.

It is imperative that you review these duties, skills, and physical requirements closely and that you understand that by signing the Job Description Acknowledgement below, you are verifying that you can perform all duties, have the skills, and possess the physical abilities that are necessary to perform the job as described.

Employee Name: _____

Employee Signature: _____

Date: _____