

## Employment Opportunity

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8802 27th Ave NE, Quil Ceda Village, WA 98271  
Office: 360-716-5000 • [www.QuilCedaVillage.org](http://www.QuilCedaVillage.org)



Quil Ceda Village  
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**JOB TITLE:** Substance Use Disorder Professional

**DEPARTMENT:** Quil Ceda Creek Counseling Company

**JOB DESCRIPTION:** Provides counseling services regarding substance abuse and other related issues to Tribal members as well as others in the local community. Provide substance abuse treatment and intervention with a complex range of disorders and treatment needs. Networks and communicates effectively with a variety of groups, organizations, and agencies; engage, motivate, coach, validate/reinforce, and redirect positive behavior change; gain confidence and trust of client's and their families through respectful communication; support/facilitate productive connections and interactions with clients and family and engage them in the rehabilitation and successful treatment.

**TO APPLY:** Complete the web form application located on the Quil Ceda Village Self Service portal: <https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5047.

*NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.*

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**EMPLOYEE CLASSIFICATION:** Non-Exempt

**EMPLOYEE REPORTS TO:** QCCCC Administrator

**EMPLOYEE SUPERVISES:** Non-Supervisory position

**EDUCATION:**

- Associate degree required
- Substance Use Disorder Professional Certification

**SKILLS:**

- Abide by HIPAA and attend annual training
- Must have working knowledge of alcohol, tobacco, and drug use/abuse including being sensitive to the needs of the client.
- Work effectively in a culturally diverse environment
- Provide accurate and responsive patient intake, provider support, and case management.
- Maintain confidentiality and communicate with tact and discretion.
- Organize, plan, coordinate, and carryout assigned tasks with accuracy and attention to detail

- Provide excellent customer service and problem solve effectively.
- Learn, interpret, and apply health information, tribal policies, and other written information.
- Continually learn and utilize a variety of information systems and software.
- Effectively lead, facilitate, and present to individuals and small and large groups.
- Research and use information, data, and statistics to solve problems.

#### EXPERIENCE:

- One (1) year experience required working with diverse cultures, specifically Native American.
- One (1) year experience required working with HIPAA and confidentiality issues.
- One (1) year of experience counseling for substance use disorder.
- Experience in a MAT facility or a suboxone clinic preferred.

#### OTHER REQUIREMENTS:

- Meets requirements for substance use disorder counselor
- Knowledge of Tulalip, Federal, and State laws and regulations, health records maintenance and management.
- Knowledge of principles and best practices of health records management, including electronic health records information systems
- Knowledge and experience with use of Microsoft Office

#### PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Ability to sit extended periods, up to eight hours per day.
- Tolerance for exposure to computer screens, for up to eight hours per day.
- Manual and finger dexterity to operate personal computer, and to accomplish routine paperwork.
- Must provide proof of COVID vaccination.
- Will be required to attend, complete and keep current CPR, BBP, AED, First Aid and any training deemed necessary.
- Valid and unrestricted Washington State Driver's License.
- HIPAA certification upon hire.
- Must have had no disciplinary action taken by licensor or Washington State Department of Health or applicable agency of licensing/certification. Must disclose if you are under investigation or charges pending from licensor.
- Employment is contingent upon successful completion of pre-employment background check.

#### SPECIFIC JOB PERFORMED:

- Perform diagnostic evaluations and assessment as well as appropriate treatment plans as recommended in case staffing session for patients.
- Assess behavior, prioritize treatment targets, develop treatment plans, and implements interventions based on cognitive/behavioral treatment principles; maintains professional standards and neutrality in managing and providing treatment to clients.

- With approval from the supervisor, utilizing close supervision and commensurate with skills and training, provides individual and group counseling, crisis intervention and HIV risk assessment and counseling as related to substance use disorder.
- Maintain confidentiality of all records, materials and communications concerning the identity of clients. (CFR 42, Part)
- Facilitated Outpatient Treatment with groups, lectures, and individual counseling.
- Maintain files and paperwork in an orderly and expeditious manner, consistent with program codes, WAC Codes, and Indian Health Standards.
- Attend all staff meetings, activities, and training as directed by supervisor or designee.
- Establish and maintain working relationships with local courts, probation, parole, prosecutor's office, public defender's association, and all other law enforcement personnel.
- Provider referrals to appropriate services as needed for clients.
- Work with local social and health services, school districts, educational and vocational services, Tribal departments, Tribal staff, Tribal Boards, and the community.
- Works with inpatient chemical dependency treatment centers, community alcohol and drug programs, Washington State Indian alcohol programs, DBHR, and Department of Health.
- Provides mandatory report to all referents (court, beda?chelh, etc.) monthly or as requested.
- Regular and satisfactory attendance and punctuality.
- Other related job duties as assigned.

### TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

**Disclaimer:** The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.