



Phone (360) 466-3163
Fax (360) 466-5309

Swinomish Tribal Community

A Federally Recognized Indian Tribe Organized Pursuant to 25 U.S.C. § 478

P.O. Box 817 • 11404 Moorage Way

LaConner, Washington 98257

JOB DESCRIPTION

CHEMICAL DEPENDENCY PROFESSIONAL /PREVENTION SPECIALIST

GENERAL FUNCTION

The Chemical Dependency Professional /Prevention Specialist is the agent for providing services to adults and youth, whether on a one-to-one or on a group basis. Services are given to the individuals with chemical dependency related problem and to their families. This person will report to the Wellness Program Clinical Director.

REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES

This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or logical assignment to the position.

1. Maintains qualification as a CDP and/or is working toward a Prevention Specialist Certification.
2. Leads discussions and presents lectures and films for group sessions.
3. Maintains professional standards and follows the treatment policies of the agency, federal, state, and local regulations.
4. Follows up on treatment programs designed for and undertaken by each patient.
5. Coordinates and cooperates with the staff of other agencies and organizations in order to expedite treatment for each patient.
6. Completes in a timely manner all of the required forms for each patient.
7. Maintains accurate and current records on each patient in accordance with a problem oriented records system and according to the agency's procedure for patient records.

8. Prepares current patient progress reports and completion notices and provides them to the courts, probation departments, and referral sources as appropriate and timely.
9. Participates in community educational programs on chemical dependency and prevention for the greater community.
10. Performs other related tasks as assigned by the Wellness Program Director.
11. Plan and provide youth and community activities that promote an alcohol free, tobacco free, and other drugs free (ATOD) lifestyle.
12. Advise youth on healthy lifestyle choices and make referrals to other appropriate providers and counselors as necessary.
13. Model for youth, general good behavior and respect for leadership and their own race and culture.
14. Be willing to accept training as appropriate and as assigned by supervisor.
15. Encourage youth in the development of a positive attitude towards education and family.
16. Complete and file all reports in a timely manner as required by supervisor and/or the funding agencies.
17. Supervise temporary or project employees as provided for the youth prevention program.
18. Organizes and participates in community events; attends various committee meetings.
19. Transports and/or accompanies youth and/or families to program events.
20. Represents the Swinomish Prevention Program in a positive and professional manner when interacting with the youth and the community.
21. Demonstrates positive interpersonal relations skills in dealing with other staff.
22. Demonstrates conflict management and resolution skills as they apply to the youth.
23. Attendance at mandatory and/or approved training.
24. Provide prevention services in LaConner School District setting.

Other Duties

Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

MINIMUM REQUIREMENTS

- Must have a current CDP certification and/or be able to work towards a Prevention Specialist Certification within one year of hire date.
- Must have and maintain a valid Washington State Driver License.
- Two years' experience working with youth.
- Not have a history of alcohol or other drug misuse for a period of three years before employment as a CDP by Swinomish Wellness Program. Not be on prescribed medications that may interfere with the ability to perform any task within the scope of the job description, or that is inconsistent with the mission of the agency.

- **Must be able to pass a Washington State Criminal Background check, and meet the minimum standards of character as mandated by the Indian Child Protection and Family Violence Prevention Act, prior to employment.**
- **Understands and adheres to state (RCW, WAC) and federal confidentiality regulations (42 CFR part 2). Conducts self ethically and professionally at all times. Knowledge of and culturally sensitive to the challenges of the patients at this agency. This person must sign an oath of permanent confidentiality covering all patient-related information. Must be of the conviction that chemical dependency is a treatable illness and constitutes a public health problem.**
- **This is a safety sensitive position and is subject to random urinalysis drug screens.**

Employee Signature: _____

Supervisor Signature: _____