

Bilingual Addiction Counselor

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Job Summary

The Addiction Counselor provides information, screening, assessments, counseling and group therapy, and referrals to services via Motivational Interviewing approach that takes the Stages of Change into account for CVCH patients who have or may have a substance use disorder. This position works closely and in collaboration with CVCH's Behavioral Health Therapists, Behavioral Medicine Consultants, Social Workers, Care Coordinators, Case Managers, and CVCH's Primary Care Providers in a team-based approach to screenings, assessments, treatment planning and the provision of treatment services to support patients' wellness and recovery from maladaptive uses of substances. This position provides services under the supervision of a Substance Use Disorder Professional (SUDP) / Chemical Dependency Professional (CDP) Supervisor.

Job Specific Competencies

1. Review screenings conducted by CVCH medical staff and/or assistants that identify patients who may be at risk for having a substance use disorder.
2. Use a Motivational Interviewing approach in meeting with patients who are screened or otherwise identified as at-risk for having a substance abuse disorder to engage them in discussion that leads toward support, identification of substance use problems, related consequences, and offer support toward positive health-related behaviors.
3. Provide assessments, information and consultation, group and individual substance use disorder counseling, and referrals services for those who voluntarily seek assistance or are directed through area courts to participate in a substance use disorder education or recovery program.
4. Provision of assessments, information and consultation, group and individual substance use disorder counseling and referrals services in a manner consistent with Washington State SUDP/CDP Certification requirements, Washington State Licensed Substance Abuse Treatment Facility requirements.
5. SUDPT/CDPT will provide services in a manner consistent with Motivational Interviewing principles and treatment guidelines set forth by the American Society of Addiction Medicine (ASAM) under the supervision of the CDP Supervisor.
6. Administrative Responsibilities:
 - a. Completes all required documentation and paperwork within departmental time lines and accuracy requirements.
 - b. Attends all required agency and departmental meetings as indicated by the immediate Supervisor.
 - c. Participates in regular clinical supervision, per requirements to obtain full independent licensure.

General Duties and Responsibilities

1. Performs other duties and tasks as assigned by supervisor.
2. Expected to be prepared to start shift at scheduled time, meet attendance standards, and work the hours necessary to perform the essential functions of the job.
3. Follows all safety policies and general housekeeping practices. Ensures the area and its equipment and supplies are neat, clean, safe and utilized appropriately at all times, and participates in emergency drills.
4. Demonstrates sound work ethics, flexible, and shows dedication to the position and the community.
5. Demonstrates a positive attitude, is respectful, and possesses cultural awareness and sensitivity toward clients and co-workers.
6. Keeps customer service and the mission of the organization in mind when interacting with all clients, co-workers, and others.
7. Employees are expected to embrace, support and promote the core values of respect, integrity, trust, compassion and quality which align with the CVCH mission statement through their actions and interactions with all patients, staff, and others.
8. Conforms to CVCH policies and Joint Commission and HIPAA regulations.

Job Specifications

1. Education: Associate Degree in human services or related field is required. Bachelor's Degree preferred.
2. Credentialing: Meets Washington State RCW 18.205 and WAC 246-811 for certification as a Substance Use Disorder Professional Trainee / Chemical Dependency Professional Trainee.
3. Experience: Two years providing substance use disorder treatment within a facility licensed to provide substance use treatment by the Washington State Department of Health, under the supervision of a SUDP/CDP Supervisor.
4. Essential Technical/Motor Skills: Knowledge of computer applications and equipment related to work. Must have basic computer and keyboarding skills and have the ability to enter data within company's computer system to include strong knowledge in MS Word/Excel; must demonstrate manual dexterity. Exhibit strong customer service skills, strong process improvement background.
5. Interpersonal Skills: Strong interpersonal and communication skills and the ability to work effectively with other staff and management. Demonstrated skill in developing and maintaining productive work teams. Ability to demonstrate personal integrity in all interactions.
6. Essential Physical Requirements: This job is performed mostly in a typical inside, office environment. Essential physical requirements of this job include: light physical effort; repetitive motions of wrists, hands, and/or fingers; standing, walking, lifting, reaching, kneeling, bending, stooping, pushing, and pulling; frequent sitting; lifting and/or moving items up to 50 pounds, with assistance as needed; ability to read forms and computer screens and to read correspondence and other documents.

7. **Essential Mental Abilities:** Ability to make decisions in line with state and federal regulations; ability to read, comprehend, and analyze documents, regulations, and policies; ability to prepare and submit complete and succinct documents necessary to the job. Ability to assess and evaluate, have attention to detail. Knowledge of auditing and compliance procedures, quality assurance and improvement practices, understanding of the elements of sponsored clinical protocols including consent forms, and reporting requirements. Problem-solving and analytical skills are required with a heavy emphasis on detailed analysis of information to support actions.
8. **Essential Sensory Requirements:** Essential sensory requirements include the ability to: read computer keyboard, monitor, and documents; prepare and analyze documents; read extensively; see, recognize, receive and convey detailed information orally, by telephone and in person; convey accurate and detailed instructions by speaking to others in person and by telephone.
9. **Exposure to Hazards:** Worker is subject to inside environmental conditions on a frequent basis with moderate noise. Typical working conditions found in most administrative work areas. Worker has contact with consumers and other staff and may be exposed to medical conditions presented by them.

Qualifications

Skills

Required

Bilingual (English/Spanish)

Advanced

Education

Required

Associates or better.

Preferred

Bachelors or better.

Experience

Required

Meet Washington State RCW 18.205 and WAC 246-811 for Certification as a Substance Use Disorder Professional (SUDP)

2 years: 2 years providing substance abuse disorder treatment within a facility licensed to substance abuse treatment by the Washington State Department of Behavioral Health and Recovery (DBHR)