



## **Job Announcement**

### **SUBSTANCE USE DISORDER PROFESSIONAL/TRAINEE**

Want to join an innovative community-based organization? If you value social justice, are committed to providing quality services, and are not afraid of challenges, we want to talk with you. Center for Human Services (CHS) is currently seeking the right clinician to join our team. We offer our staff an EXCELLENT benefit package which includes fully paid (prorated if part-time) health, vision, dental, life, long-term disability insurance, and 403b with match, as well as generous leave package.

The Substance Use Disorder Professional Trainee (SUDPT) is responsible for delivering individual counseling, group counseling and related services to individuals with drug/alcohol problems under the supervision of a SUDP. The Substance Use Disorder Professional Trainee reports to the appropriate Associate Director. This is a full-time, non-exempt position based out of Silver Lake with a starting salary of \$57,782.40 per year depending on credentials and experience. The work schedule will include 2-3 early evenings.

#### **Job Requirements:**

- Substance Use Disorder Professional Trainee as described in WAC
- Comfort and skill with public speaking and networking
- Experience working with an electronic medical record
- Licensed, certified or registered in the State of Washington
- Experience navigating different systems (schools/families)
- Excellent organizational/administrative skills with good computer skills
- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Ability to work cooperatively as part of a team
- Ability to adapt to change
- Sense of humor

CHS is a great work environment with staff who are passionate about and dedicated to the clients of our community. If you want to join an established organization at a time of growth and transformation, this is the place.

To apply, please send a cover letter and your resume to [jobopportunities@chs-nw.org](mailto:jobopportunities@chs-nw.org). To view full job description, please see below.

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## **Job Description**

### **SUBSTANCE USE DISORDER PROFESSIONAL TRAINEE**

#### **GENERAL DESCRIPTION**

The Substance Use Disorder Professional Trainee (SUDPT) is responsible for delivering individual counseling, group counseling and related services to individuals with drug/alcohol problems under the supervision of a SUDP. The Substance Use Disorder Professional Trainee reports to the appropriate Associate Director. This is a full-time, non-exempt position located at our Silver Lake office.

#### **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, including probation reports, CPS reports, and Adult Recovery Court reports as appropriate (outgoing reports are approved by a SUDP before being sent)
- Provide outreach and education to adults, youth, 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 and families
- Actively promote CHS programs to families and individuals; develops and maintains relationships with other professionals and agencies
- Maintain accurate and thorough clinical records as per agency, county and state requirements
- Provide input and reports to Associate Director 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 Associate Director/Department Director in a timely manner
- Commit to required trainings, including audio and video recordings required for evidence-based practices if required
- Collect payments 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, staffings, and all-staff meetings as scheduled
- Maintain a professional and courteous attitude to all clients, partners and community members
- Work toward becoming licensed as a Substance Use Disorder Professional
- Keep accurate documentation regarding supervision hours and work performed to be used toward licensure
- Seek regular supervision and oversight of work from SUDPs

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

- Provide all services utilizing a strengths-based, family-focused, client-centered, trauma-informed, culturally humble approach that is integrated with other services
- Participate in creating and maintaining a safe 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
- 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, managers, or directors that further the success of programs and/or the agency

### **MINIMUM REQUIREMENTS**

- Substance Use Disorder Professional Trainee as described in WAC
- Eager to learn CDP skills and open to constructive feedback
- 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
- Degree or equivalent experience in Human Services related field
- General computer skills in Outlook Email, Excel, Word
- Experience working with an electronic medical record
- Must have no misuse of alcohol or other drugs within the previous two years
- Commitment to practicing cultural humility, self-reflection, and continued education on Diversity, Equity, Inclusion, and Belonging topics
- Demonstrated ability to successfully work within a diverse cultural setting and provide services through the perspective of cultural humility
- Ability to work cooperatively as part of a team
- Ability to work in an unstructured and unpredictable setting, ability to adapt to change
- Prompt and consistent attendance during scheduled working hours



- Able to work independently
- Sense of humor

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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: Model diversity, equity, inclusion & belonging; provide accessibility; champion collaboration; demand accountability; personify integrity; and have fun.



Behavioral Health & Family Support  
[www.chs-nw.org](http://www.chs-nw.org)  
Serving the community since 1970