

Open Positions as of 6/06/19

Engagement Specialist – Posting #19-073

Major Duties: The Engagement Specialist works under the supervision of the Program Director. The specialist contacts individuals (referred by clinicians) that are not attending scheduled service appointments to confirm if they want services. The purpose of the contact is to identify barriers to individual attending and addressing them, (i.e., different day, time, etc.), assist individuals with getting into medication appointments, group therapy, etc. to re-engage individuals, and if the individual cannot be re-engaged in treatment services, assist with Discharge/Transfer Planning for the individual. The priority population served will be individuals referred from residential/inpatient services, hospitals and school based services.

In providing these services, the incumbent performs the following duties independently:

- Contacts the individuals referred by clinicians that are not attending scheduled service appointments to confirm if they want services.
- Identify barriers to individual attending and addressing them (i.e., different day, time, etc.).
- Schedule medication appointments, group therapy, etc. to re-engage individual referred from inpatient, outpatient and school based services..
- If individual cannot be re-engaged in treatment services, create Discharge/Transfer Planning for individual.
- Screen and evaluate risks of individuals referred for services
- Screen and evaluate requests for services.
- Intervene, stabilize and manage acute crisis situations.
- Assess and evaluate individual needs, strengths, goals and resources.
- Refer and link individuals to services and other human services programs after a series of continued late cancels or individual no shows for appointment.
- Work with interdisciplinary team in reviewing cases and developing Individual Service Plans to reengage individuals into services.
- Provide linkage case management, participate in treatment planning and discharge planning when individual is hospitalized.
- Consult staff regarding assessments and service plan development.
- Consult with other service agencies around case-specific and programmatic services.
- Other responsibilities and tasks as may from time to time be assigned.
- Maintain a minimum of 50% productivity or 920 billable hours per year.
- Maintain clinical and management records in accordance with assigned Services Programs.
- Maintain 100% UM/UR compliance.
- Conduct all professional activity in an ethical manner.
- Conform to all applicable policies and procedures.
- In conjunction with other staff assist in identifying and eliminating any situation which jeopardizes the health and/or safety of individuals, staff, or others who come in contact with agency operations.
- Utilize literature, workshops and other training aids to continually improve clinical and administrative skills.
- In conjunction with supervisor, complete and implement Individual Professional Development Plan.
- Assist in assuring compliance with all related licensing and accreditation requirements.

Requirements:

- Experience in Behavioral Healthcare field with adults and/or youth preferred;
- Meet credential requirements of a peer support specialist or recovery coach;
- Current unencumbered driver license and proof of car insurance;
- Good verbal and written communication skills;
- Great attendance;
- Ability to work well with others.

Salary: DOE

Part Time Nurse - Camp Mariposa - #19-072**Major Duties:**

This position works under the supervision of the Camp Mariposa Program Supervisor and is responsible for ensuring the safe operation of medication administrations to participating campers and following protocol when any physical or mental signs or symptoms are outside of set parameters. In fulfilling these duties, the incumbent performs the following duties independently:

- Medication administration;
Communication regarding health and medication administration with parents/guardians;
- Activate urgent care or higher level of care if needed;
- Illness and injury management;
- Establishing health needs during camper arrival time;
- Inventory medications;
- Pre-Arrival camper health form review;
- Be present throughout the camp weekend from Friday afternoon to Sunday afternoon, including sleeping in a rustic cabin with youth and being available as needed throughout the night. Breaks will be assigned in accordance to Washington State labor laws.
- Work as part of a team with volunteers, mentors, and program supervisor;
- Understand your role as a mandatory reporter and follow agency procedures to fulfill this role;
- Support and implement agency policies and procedures;
- Represent the Agency in the community at various meetings and clinical reviews with the approval of the supervisor;
- Be available in between camp weekends for additional daytime activities to ensure continuity of care for campers; and
- Other duties as assigned.
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- Other duties as assigned;

Requirements:

- High school diploma or equivalent required;
- Current WA state LPN license required, RN license preferred;
- Ability to communicate clearly both verbally and in writing;
- Must be flexible, tolerant and empathetic of clients from differing social and economic backgrounds;
- Current CPR certification required;
- Understand your role as a mandatory reporter and follow agency procedures to fulfill this role;
- Demonstrates the ability to work well with others;
- Good attendance;
- Pediatric or camp experience, a plus;
- Ability to manage health forms and paperwork;
- Enjoy working with kids aged 9-12 years; and
- Adaptable and comfortable staying in a rustic camp setting and interacting positively with camp staff.

Salary: DOE

Part Time Counselor - Camp Mariposa - Posting #19-071**Major Duties:**

The Camp Mariposa Counselor works under the supervision of the Camp Mariposa Program Supervisor. This position provides community based services to campers enrolled in the Camp Mariposa program. In fulfilling these duties, the incumbent performs the following duties independently and as part of the Camp Mariposa team:

- Review Washington Administrative Codes (WACs) and Revised Codes (RCWs) and Federal regulations pertaining to mental health and chemical dependency treatment to ensure compliance with these regulations in all therapeutic services;
- Provide therapeutic intervention, facilitate therapeutic groups and lessons, and provide case management services to campers as needed;
- Work with youth throughout the camp weekend, providing positive behavioral intervention, and participating in camp activities
- Be present throughout the camp weekend from Friday afternoon to Sunday afternoon, including sleeping in a rustic cabin with youth and being available as needed throughout the night. Breaks will be assigned in accordance to Washington State labor laws.
- Work as part of a team with volunteers, mentors, and program supervisor;
- Understand your role as a mandatory reporter and follow agency procedures to fulfill this role;
- Support and implement agency policies and procedures;
- Represent the Agency in the community at various meetings and clinical reviews with the approval of the supervisor;
- Be available in between camp weekends for additional daytime activities to ensure continuity of care for campers; and
- Other duties as assigned.

Requirements:

- A master's degree or further advanced degree in counseling or one of the social sciences from an accredited college or university; or

- A bachelor's degree in chemical dependency, human sciences or related field or equivalent work experience required;
- Meet the requirements of a mental health professional as defined in WAC 388-865-0150; or
- Meet the requirements of a Chemical Dependency Professional as defined in RCW 18.205 and WAC 246-811
- Knowledgeable of a wide variety of therapeutic approaches and the ability to set and maintain therapeutic limits. The agency milieu mandates that the incumbent be flexible, versatile and skilled in developing creative behavioral interventions that modify inappropriate behavior;
- Must be capable of functioning autonomously while maintaining continuous communication with other staff members;
- A broad knowledge of the stages of human personality development including cultural, social, and psychological factors affecting individuals and families involved with chemical use;
- Enjoy working with kids aged 9-12 years
- Understanding of the impact of substance use on the family
- Understanding of trauma and the impact on children
- Awareness of self-harm behaviors and suicidal thoughts and how to handle them at camp
- Awareness of the different emotions the campers might be experiencing, such as guilt, shame, isolation, and loneliness
- Adaptable and comfortable staying in a camp setting and interacting positively with campers and staff.
- Familiarity with Washington State regulations related to the provision of mental health services (RCW 71.05) and chemical dependency services (WAC 246-341) required;
- Current unencumbered driver license and proof of current car insurance
- Good verbal and written communication skills;
- Great attendance; and
- Ability to work well with others.

Salary: DOE

These positions will work out of the Vancouver area and at the Lewis River campground in Yacolt. The camps take place year around (every other month) Friday through Sunday.

Part time Cook – Camp Mariposa - Posting #19-070

Major Duties:

The Cook works under the supervision of the Camp Mariposa Program Supervisor and. This position has the primary responsibility to prepare and serve meals to clients and staff. This position is also responsible to help maintain the overall kitchen cleanliness of the kitchen. In fulfilling these duties, the incumbent performs the following duties independently:

- Prepare and serve meals including stocking snacks;
- Daily cleanup of the kitchen and service areas including stove top, oven, refrigerators and freezer, mixer, slicer, floor, dish washing, pots and pans, garbage and recyclables;
- Perform deep cleaning at regularly scheduled intervals as designated by the department manager;
- Oversee food inventory by monitoring proper food temperature, rotating and storing food properly;
- Request additional supplies as necessary and help check in orders upon arrival;
- Maintain good health habits (washing hands often, etc.);
- Open and/or lock up according to outlined procedures; and
- Other duties as assigned.

Position Requirements:

- High school diploma or equivalent;
- 2-3 years' experience in the food services industry preferred; preferably in an institutional or healthcare environment;
- Current Food Handlers Card;
- Good verbal and written communication skills;
- Great attendance;
- Ability to work well with others.

Salary: DOE

CDP/T – TSC - Posting #19-068**Major Duties:**

The Chemical Dependency Professional provides counseling and case management for clients of the agency. The work includes assisting supervisory staff and Program Director in program review, daily management of treatment activities, and training/orientation of junior staff and trainees. The CDP(T) is responsible for the daily treatment activities for clients on their caseload. In providing these services, the incumbent performs the following duties independently:

- Collaborates with the supervisory staff and Program Manager, other senior staff members, and other counselors in building and maintaining an intense treatment environment that motivates clients to focus on problematic behaviors, allow clients to experience the consequences of their actions, and teaches clients more productive coping strategies;
- Assesses the psycho social functioning of assigned clients and develops individualized treatment plans;
- Apprises team members of specific treatment plans and intervention strategies so that therapeutic consistency can be maintained;
- Leads treatment groups according to agency treatment guidelines;
- Develops discharge/aftercare plans and makes appropriate referrals for follow-up care;
- Documents relevant clinical information including treatment plans, treatment reviews, progress notes, and discharge summaries;
- Provides crisis intervention services, information, and referrals to clients and their family;
- Provides motivational counseling to collaterals to encourage participation in family support programs;
- Teaches specialized treatment concepts to client groups according to agency treatment schedule;
- Provides complete and accurate written and oral formats regarding the course of treatment to families, referral sources, and legal representatives;
- Recommends and participates in the development, design and documentation of policies, procedures, and activities for the agency;
- Conducts alcohol/drug assessments pursuant to WAC 388-877, or its successor; and
- Other duties as assigned.

Position Requirements:

- Must possess a valid Washington State Department of Health CDP credential (CDP preferred, minimum of CDPT required) at time of hire;
- College course work in chemical dependency, human sciences or related field;

- Successful completion of at least one course per quarter/semester toward educational requirements as necessary to obtain an active Washington State Department of Health CDP credential required, if not already obtained;
- Knowledgeable of a wide variety of therapeutic approaches and the ability to set and maintain therapeutic limits. The agency milieu mandates that the incumbent be flexible, versatile and skilled in developing creative behavioral interventions that modify inappropriate behavior;
- Must be capable of functioning autonomously while maintaining continuous communication with other staff members;
- A broad knowledge of the stages of human personality development including cultural, social, and psychological factors affecting individuals and families involved with chemical use;
- Knowledge and practice of crisis intervention theory;
- Knowledge of the various theories, forms, stages, and manifestations of addictive behavior, awareness of common manifestations of resistance to change in the addicted client, awareness of socio-cultural barriers to change, and an in-depth knowledge of alternative coping mechanisms to replace the use of chemicals;
- An understanding of the theory and practice of individual and group treatment of chemical abusing clients to facilitate client self examination, expression of feelings, insight development, problem solving, and motivation to develop a chemically free lifestyle;
- CPR/First Aid Certification required for inpatient staff members;
- Good verbal and written communication skills;
- Great attendance;
- Ability to work well with others.

Salary: DOE

Peer Support Specialist – Camas – Posting #19-067

Major Duties:

The Peer Support Specialist works under the supervision of the Program Manager. This position provides community based mental health services to agency clients. In fulfilling these duties, the incumbent performs the following duties independently:

- Provide peer counseling and support, drawing on common experiences as a peer, to validate clients' experiences and to provide guidance and encouragement to clients to take responsibility and actively participate in their own recovery.
- Serve as a mentor to clients to promote hope and empowerment.
- Act as an interpreter to help non-mental health consumer team members better understand and empathize with each client's unique and subjective experience and perceptions.
- Provide expertise and consultation from a mental health consumer perspective to the entire team concerning clients' experiences on symptoms of mental illness, the effects and side-effects of medications, clients' responses to and opinions of treatment, and clients' experiences of recovery.
- Collaborate with the team to promote a team culture in which each client's point of view, experiences, and preferences are recognized, understood, and respected, and in which client self-determination and decision-making in treatment planning are maximized and supported.
- Help clients identify, understand, and combat stigma and discrimination associated with mental illness and develop strategies to reduce self-stigma.
- Help other team members identify and understand culture-wide stigma and discrimination against people with mental illness and develop strategies to eliminate stigma within the team.

- Collaborate with the team to ensure the protection of clients' rights in order to help clients to improve their knowledge of client rights and grievance or complaint procedures.
- Collaborate with the team to help clients learn about pertinent grievance procedures and support clients with filing, mediating, and resolving complaints.
- Increase awareness of and support client participation in consumer self-help programs and consumer advocacy organizations that promote recovery.
- Serve as the liaison between the team and consumer-run programs such as self-help groups and drop-in centers.
- Shared duties in the provision of treatment and substance abuse services.

Position Requirements:

- High school diploma or equivalent required; College degree in a social science preferred;
- Possess certification as a Certified Peer Support Specialist consistent with WAC 388-865-0107, or ability and willingness to obtain certification within 60 days of employment, and disclose self to be a consumer of mental health services;
- Current Washington State Department of Health counselor credentials required;
- Familiarity with Washington State regulations related to the provision of mental health services (RCW 71.05) and chemical dependency services (WAC 388-877);
- Current unencumbered driver license and proof of current car insurance required;
- Good verbal and written communication skills;
- Great attendance; and
- Ability to work well with others.

Salary: DOE

Mental Health Professional – Jail Transition - Posting #19-066

Major Duties:

The MHP works under the supervision of the Program Director. This position provides community based co-occurring services to agency clients. In fulfilling these duties, the incumbent performs the following duties independently:

- Review Washington Administrative Codes (WACs) and Revised Codes (RCWs) and Federal regulations pertaining to mental health and chemical dependency treatment to ensure compliance with these regulations in all therapeutic services;
- Work with the client in the development of an individual services plan that is strength based and meets their unique needs in compliance with WAC 388-865-0425;
- Provide individual therapy, group therapy and case management services to clients assigned to them in accordance with the individual service plan and evaluation recommendations;
- Work as part of a treatment team;
- Maintain complete and up to date clinical files that document all services and contacts provided consistent with the requirements of WAC 388-865 and 388-877 (if applicable);
- Support and implement agency policies and procedures;
- Represent the Agency in the community at various meetings and clinical reviews with the approval of the supervisor;
- Be available on-call to ensure continuity of care for agency clients; and
- Other duties as assigned.

Position Requirements:

- A masters degree or further advanced degree in counseling or one of the social sciences from an accredited college or university required;
- Meet the requirements of a mental health professional as defined in WAC 388-865-0150;
- Have at least 1 year of experience working with adults suffering from co-occurring mental illness and chemical dependence;
- Familiarity with Washington State regulations related to the provision of mental health services (RCW 71.05) and chemical dependency services (WAC 388-877) required;
- Current unencumbered driver license and proof of current car insurance
- Good verbal and written communication skills;
- Great attendance; and
- Ability to work well with others.

Salary: DOE

Case Manager - ECS - #19-065

Major Duties:

The Case Manager position works under the supervision of the Community Based Services Program Director and Program Supervisor. This position provides community based mental health services to agency clients. In fulfilling these duties, the incumbent performs the following duties independently:

- Reviews Washington Administrative Codes (WACs) and Revised Codes (RCWs) and Federal regulations pertaining to mental health treatment to ensure compliance with these regulations in all therapeutic services.
- Will work with the clients in the meeting of the individual services plan identified activities and goals that is strength based and meets their unique needs.
- Will work as part of a treatment team.
- Will provide community based behavior support and case management services to clients assigned to them in accordance with the individual service plan and evaluation recommendations.
- Maintain complete and up to date clinical files that document all services and contacts provided consistent with the requirements of WAC 388-865 and 246-341 (if applicable).
- Supports and implements agency policies and procedures.
- Networks within the community to identify outside agencies and services available to clients to help meet their needs.
- Establishes and maintains relationships with community agencies and service providers to meet the needs of clients.
- Represents the Agency in the community at various meetings and clinical reviews with the approval of the supervisor.
- Be available on-call to ensure continuity of care for agency clients; and
- Other duties as assigned.

Requirements:

- Possess a bachelor's degree in mental health counseling or a related social service science.
- Washington State Department of Health credentials.
- At least 1 year of experience working with adults suffering from mental illness preferred;
- Familiarity with Washington State regulations related to the provision of mental health services (RCW 71.05) and chemical dependency services (WAC 388-877) required;
- Current unencumbered driver license and proof of current car insurance
- Good verbal and written communication skills;

- Great attendance; and
- Ability to work well with others.

Salary: DOE

Care Coordinator – Posting #19-062

Major Duties:

This position provides care coordination to agency patients. Care Coordinators (CC) are designed to provide education and support to members with elevated risk and are elevated utilizers of health care services. In fulfilling these duties, the incumbent performs the following duties independently:

- Care coordinators will provide outreach and initial health assessments resulting in the development of a Health Action Plan (HAP). Additional health screens will include the Patient Activation or Caregiver Activation Measure (PAM/CAM), Body Mass Index (BMI), Patient Health Questionnaire (PHQ-9) and the KATZ measure for activities of daily living. Other screens may be used as appropriate for care. The HAP will be updated at least every 4 months.
- The DSHS Predictive Risk Intelligence System (PRISM) will be used as a tool to support health planning and monitoring of clinical outcomes and usage.
- Reinforce Health Action Plan and supporting the beneficiary to attain short and long term goals. Motivational interviewing techniques will support goal setting. The CC will spend time advocating, educating and supporting the beneficiary and natural family supports to attain and improved self-management skills.
- CC will meet ongoing both in person and telephonically to support beneficiary and the beneficiary attainment of health care goals.
- Coordinating with the authorizing and health care or social service entities as necessary to maintain self-care and support the beneficiary's health action goals.
- Monitor and review beneficiary's knowledge of medication and medication use. Should educate beneficiary on signs and symptoms of complications and provide beneficiary sources of help if needed (i.e. health plan nurse line, primary care providers, specialty providers etc.)
- Should facilitate successful transition of care from inpatient to outpatient settings. Supporting discharge instructions, coordinating with specialty and primary providers, reviewing care environments, ensuring medication is understood and used appropriately.
- Care Coordinator will document patient progress and recommendations in the managed care organization's care management electronic health care system. All in person and telephonic encounters will also be documented.
- Other duties as assigned.

Position Requirements:

- Bachelor's degree is required in social work, psychology, social services, human services or behavioral sciences.
- Above average Microsoft Office skill set
- Experience working within health systems
- Experience with underserved, recovery and mental health populations
- Familiarly in Motivation Interviewing technique
- Strong communications skills

Salary: DOE

Mental Health Professional – ECS - Posting #19-061

Major Duties:

The MHP works under the supervision of the Program Director. This position provides community based co-occurring services to agency clients. In fulfilling these duties, the incumbent performs the following duties independently:

- Review Washington Administrative Codes (WACs) and Revised Codes (RCWs) and Federal regulations pertaining to mental health and chemical dependency treatment to ensure compliance with these regulations in all therapeutic services;
- Work with the client in the development of an individual services plan that is strength based and meets their unique needs in compliance with WAC 388-865-0425;
- Provide individual therapy, group therapy and case management services to clients assigned to them in accordance with the individual service plan and evaluation recommendations;
- Work as part of a treatment team;
- Maintain complete and up to date clinical files that document all services and contacts provided consistent with the requirements of WAC 388-865 and 388-877 (if applicable);
- Support and implement agency policies and procedures;
- Represent the Agency in the community at various meetings and clinical reviews with the approval of the supervisor;
- Be available on-call to ensure continuity of care for agency clients; and
- Other duties as assigned.

Position Requirements:

- A masters degree or further advanced degree in counseling or one of the social sciences from an accredited college or university required;
- Meet the requirements of a mental health professional as defined in WAC 388-865-0150;
- Have at least 1 year of experience working with adults suffering from co-occurring mental illness and chemical dependence;
- Familiarity with Washington State regulations related to the provision of mental health services (RCW 71.05) and chemical dependency services (WAC 388-877) required;
- Current unencumbered driver license and proof of current car insurance
- Good verbal and written communication skills;
- Great attendance; and
- Ability to work well with others.

Salary: DOE

CDP/T – SUD - Posting #19-060

Major Duties:

The Chemical Dependency Professional provides counseling and case management for clients of the agency. The work includes assisting supervisory staff and Program Director in program review, daily management of treatment activities, and training/orientation of junior staff and trainees. The CDP(T) is responsible for the daily treatment activities for clients on their caseload. In providing these services, the incumbent performs the following duties independently:

- Collaborates with the supervisory staff and Program Manager, other senior staff members, and other counselors in building and maintaining an intense treatment environment that motivates

clients to focus on problematic behaviors, allow clients to experience the consequences of their actions, and teaches clients more productive coping strategies;

- Assesses the psycho social functioning of assigned clients and develops individualized treatment plans;
- Apprises team members of specific treatment plans and intervention strategies so that therapeutic consistency can be maintained;
- Leads treatment groups according to agency treatment guidelines;
- Develops discharge/aftercare plans and makes appropriate referrals for follow-up care;
- Documents relevant clinical information including treatment plans, treatment reviews, progress notes, and discharge summaries;
- Provides crisis intervention services, information, and referrals to clients and their family;
- Provides motivational counseling to collaterals to encourage participation in family support programs;
- Teaches specialized treatment concepts to client groups according to agency treatment schedule;
- Provides complete and accurate written and oral formats regarding the course of treatment to families, referral sources, and legal representatives;
- Recommends and participates in the development, design and documentation of policies, procedures, and activities for the agency;
- Conducts alcohol/drug assessments pursuant to WAC 388-877, or its successor; and
- Other duties as assigned.

Position Requirements:

- Must possess a valid Washington State Department of Health CDP credential (CDP preferred, minimum of CDPT required) at time of hire;
- College course work in chemical dependency, human sciences or related field;
- Successful completion of at least one course per quarter/semester toward educational requirements as necessary to obtain an active Washington State Department of Health CDP credential required, if not already obtained;
- Knowledgeable of a wide variety of therapeutic approaches and the ability to set and maintain therapeutic limits. The agency milieu mandates that the incumbent be flexible, versatile and skilled in developing creative behavioral interventions that modify inappropriate behavior;
- Must be capable of functioning autonomously while maintaining continuous communication with other staff members;
- A broad knowledge of the stages of human personality development including cultural, social, and psychological factors affecting individuals and families involved with chemical use;
- Knowledge and practice of crisis intervention theory;
- Knowledge of the various theories, forms, stages, and manifestations of addictive behavior, awareness of common manifestations of resistance to change in the addicted client, awareness of socio-cultural barriers to change, and an in-depth knowledge of alternative coping mechanisms to replace the use of chemicals;
- An understanding of the theory and practice of individual and group treatment of chemical abusing clients to facilitate client self examination, expression of feelings, insight development, problem solving, and motivation to develop a chemically free lifestyle;
- CPR/First Aid Certification required for inpatient staff members;
- Good verbal and written communication skills;
- Great attendance;
- Ability to work well with others.

Salary: DOE

CDP/T Part-Time Assessment Counselor– Posting #19-059

Major Duties:

The Chemical Dependency Professional provides counseling and case management for clients of the agency. The work includes assisting supervisory staff and Program Director in program review, daily management of treatment activities, and training/orientation of junior staff and trainees. The CDP(T) is responsible for the daily treatment activities for clients on their caseload. In providing these services, the incumbent performs the following duties independently:

- Collaborates with the supervisory staff and Program Manager, other senior staff members, and other counselors in building and maintaining an intense treatment environment that motivates clients to focus on problematic behaviors, allow clients to experience the consequences of their actions, and teaches clients more productive coping strategies;
- Assesses the psycho social functioning of assigned clients and develops individualized treatment plans;
- Apprises team members of specific treatment plans and intervention strategies so that therapeutic consistency can be maintained;
- Leads treatment groups according to agency treatment guidelines;
- Develops discharge/aftercare plans and makes appropriate referrals for follow-up care;
- Documents relevant clinical information including treatment plans, treatment reviews, progress notes, and discharge summaries;
- Provides crisis intervention services, information, and referrals to clients and their family;
- Provides motivational counseling to collaterals to encourage participation in family support programs;
- Teaches specialized treatment concepts to client groups according to agency treatment schedule;
- Provides complete and accurate written and oral formats regarding the course of treatment to families, referral sources, and legal representatives;
- Recommends and participates in the development, design and documentation of policies, procedures, and activities for the agency;
- Conducts alcohol/drug assessments pursuant to WAC 388-877, or its successor; and
- Other duties as assigned.

Position Requirements:

- Must possess a valid Washington State Department of Health CDP credential (CDP preferred, minimum of CDPT required) at time of hire;
- College course work in chemical dependency, human sciences or related field;
- Successful completion of at least one course per quarter/semester toward educational requirements as necessary to obtain an active Washington State Department of Health CDP credential required, if not already obtained;
- Knowledgeable of a wide variety of therapeutic approaches and the ability to set and maintain therapeutic limits. The agency milieu mandates that the incumbent be flexible, versatile and skilled in developing creative behavioral interventions that modify inappropriate behavior;
- Must be capable of functioning autonomously while maintaining continuous communication with other staff members;
- A broad knowledge of the stages of human personality development including cultural, social, and psychological factors affecting individuals and families involved with chemical use;
- Knowledge and practice of crisis intervention theory;

- Knowledge of the various theories, forms, stages, and manifestations of addictive behavior, awareness of common manifestations of resistance to change in the addicted client, awareness of socio-cultural barriers to change, and an in-depth knowledge of alternative coping mechanisms to replace the use of chemicals;
- An understanding of the theory and practice of individual and group treatment of chemical abusing clients to facilitate client self examination, expression of feelings, insight development, problem solving, and motivation to develop a chemically free lifestyle;
- CPR/First Aid Certification required for inpatient staff members;
- Good verbal and written communication skills;
- Great attendance;
- Ability to work well with others.

Salary: DOE

Administrative Assistant – Bellingham - Posting #19-058

Major Duties:

The Administrative Assistant position works under the supervision of the Director. This position provides assistance and support to patients seeking treatment placement. In fulfilling these duties, the incumbent performs the following duties independently:

- Ensures a safe environment that promotes recovery for patients;
- Assist patients as needed with necessary documentation needed for treatment;
- Will work as part of the agency treatment team;
- Alert necessary staff members of what is needed for each patient;
- Work as part of the billing unit, functioning as a team to ensure proper services are received by each patient;
- Provide advocacy and assist in facilitating access to necessary community resources;
- Contact insurance companies for explanation of benefits (if applicable);
- Complete data entry of necessary documentation needed for billing;
- Maintain complete and up to date files that document all services and contacts provided consistent with the requirements of WAC and agency policy;
- Input necessary documentation needed for billing purposes;
- Supports and implements agency policies and procedures; and
- Other duties as assigned.

Requirements:

- High School diploma or equivalent required;
- College coursework preferred;
- Minimum of one year experience in a clerical capacity;
- Thorough knowledge of agency word processing and data base systems;
- Ability to produce accurate reports, forms, etc.;
- Ability to maintain composure when interacting with uncooperative or aggressive people;
- Ability to problem solve;
- CPR/1st Aid Certification required for residential unit staff members;
- Ability to communicate clearly both verbally and in writing;
- Great attendance;
- Ability to work well with others.

Salary: DOE

Chemical Dependency Professional (Trainee) – Centralia - Posting #19-057

Major Duties:

The Chemical Dependency Professional provides counseling and case management for clients of the agency. The work includes assisting supervisory staff and Program Director in program review, daily management of treatment activities, and training/orientation of junior staff and trainees. The CDP(T) is responsible for the daily treatment activities for clients on their caseload. In providing these services, the incumbent performs the following duties independently:

- Collaborates with the supervisory staff and Program Manager, other senior staff members, and other counselors in building and maintaining an intense treatment environment that motivates clients to focus on problematic behaviors, allow clients to experience the consequences of their actions, and teaches clients more productive coping strategies;
- Assesses the psycho social functioning of assigned clients and develops individualized treatment plans;
- Apprises team members of specific treatment plans and intervention strategies so that therapeutic consistency can be maintained;
- Leads treatment groups according to agency treatment guidelines;
- Develops discharge/aftercare plans and makes appropriate referrals for follow-up care;
- Documents relevant clinical information including treatment plans, treatment reviews, progress notes, and discharge summaries;
- Provides crisis intervention services, information, and referrals to clients and their family;
- Provides motivational counseling to collaterals to encourage participation in family support programs;
- Teaches specialized treatment concepts to client groups according to agency treatment schedule;
- Provides complete and accurate written and oral formats regarding the course of treatment to families, referral sources, and legal representatives;
- Recommends and participates in the development, design and documentation of policies, procedures, and activities for the agency;
- Conducts alcohol/drug assessments pursuant to WAC 388-877, or its successor; and
- Other duties as assigned.

Position Requirements:

- College course work in chemical dependency, human sciences or related field required;
- Must possess a valid Washington State Department of Health CDP credential (CDP preferred, minimum of CDPT required) at time of hire;
- Successful completion of at least one course per quarter/semester toward educational requirements as necessary to obtain an active Washington State Department of Health CDP credential required, if not already obtained;
- Knowledgeable of a wide variety of therapeutic approaches and the ability to set and maintain therapeutic limits. The agency milieu mandates that the incumbent be flexible, versatile and skilled in developing creative behavioral interventions that modify inappropriate behavior;
- Must be capable of functioning autonomously while maintaining continuous communication with other staff members;
- A broad knowledge of the stages of human personality development including cultural, social, and psychological factors affecting individuals and families involved with chemical use;
- Knowledge and practice of crisis intervention theory;
- Knowledge of the various theories, forms, stages, and manifestations of addictive behavior, awareness of common manifestations of resistance to change in the addicted client,

awareness of socio-cultural barriers to change, and an in-depth knowledge of alternative coping mechanisms to replace the use of chemicals;

- An understanding of the theory and practice of individual and group treatment of chemical abusing clients to facilitate client self-examination, expression of feelings, insight development, problem solving, and motivation to develop a chemically free lifestyle;
- CPR/First Aid Certification required for inpatient staff members;
- Good verbal and written communication skills;
- Great attendance;
- Ability to work well with others.

Salary: DOE

IT Assistant - Posting # 19-056

Major Duties:

This position reports directly to the IT Specialist. The IT Assistant is responsible for assisting in the implementation and ongoing support of all aspects of development, support, configuration and administration of the Lifeline Connections network of all locations, including servers, workstations, users and proprietary databases. This position will provide desktop support at Lifeline's different locations and will provide coverage when the IT Specialist is out of the office. This position will work with the IT Specialist to ensure that all IT related policies and procedures are being followed.

- Coordinate and train Lifeline employees in the entry of the data collection process and train in the effective use of the network and best practice PC protocols;
- Perform all duties in a manner that protects confidentiality/privacy of consumers pursuant to the standards;
- Perform other duties as assigned.

Job Requirements:

- At least 1 years' experience in a business environment with principle duties related to information technology required.
- Associate's degree in business administration, computer science, IT, general studies, or a related field preferred. All combinations of education, experience and training that demonstrate the ability to perform the work will be considered.
- Experience with network hardware and software configuration, including MS Exchange, Windows Server 2012+ and Windows 7 and 10 required;
- Certifications to include: A+, Network+;
- Experience in network management and administration in a Windows server/PC environment;
- Experience in data backup procedures and protocols including disaster planning and restoration;
- Strong time management and organization skills;
- Ability to coordinate and manage tasks and projects concurrently;
- Ability to effectively identify, troubleshoot and resolve business related problems, including systemic system problems;
- Highly developed interpersonal skills and the ability to work effectively and positively with others

Salary: DOE

Male Urinalysis Technician – Posting #19-055

Major Duties:

The Urinalysis Technician is responsible for various duties related to collection, processing, reporting, and recording of urinalysis samples submitted on or off site. The work involves the collection of urine samples per the agencies policies and procedures and recording of data during the collection process. In fulfilling these duties, the incumbent performs the following duties independently:

- Produce accurate labels for clients preparing to submit a urine sample.
- Instruct clients in the agency procedures for submission of urine samples and insure that these procedures are followed.
- Monitor and observe client submission of the urine sample.
- Insure maintenance of chain-of-custody of the urine sample including documentation by the client of all identifying information on the sample.
- Administer and record breathalyzer procedures & results when appropriate.
- Inform client of additional responsibilities, i.e. case management contacts, positive BA procedures, and/or prescription verification requirements.
- Inform client's case manager or the program supervisor of any unusual occurrences including but not limited to, positive BA, adulterated urine, and/or disturbances of any type.
- Prepare samples for delivery to the laboratory's courier.
- Insure all required samples for urine collection are maintained at sufficient levels.
- Insure universal precautions for handling of urine samples are adhered to.
- Other responsibilities as directed.

Requirements and Skills Required by the Position:

- High School diploma or equivalent.
- Familiarity with issues specific to addiction and recovery.
- Good verbal and written communication skills.

Salary: DOE

Registered Nurse – COMET - Posting #19-054

Major Duties:

This member of the Mental Health team works under the unit Program Director and is responsible for conducting psychiatric assessments; assessing physical health needs; making appropriate referrals to community physicians; providing management and administration of medication in conjunction with the psychiatrist; and providing of a range of treatment, rehabilitation, and support services. In fulfilling these duties the incumbent performs the following duties independently:

- Participate in ongoing psychosocial assessment of the goals and needs of the mental health clients;
- Assist in development and implementation of a multidisciplinary treatment plan in collaboration with the client, Mental Health clinicians, and others at the client's request;
- Under the direction of the team lead and in consult with the team psychiatrist, develop, revise, maintain, and supervise team psychopharmacologic and medical treatment including transcribing, administering, evaluating, and recording psychotropic medications prescribed by the team psychiatrist;

- Evaluate and chart psychotropic medication effectiveness, complications, and side effects; and arrange for required lab work according to protocol;
- Conduct regular assessments of therapeutic responses to prescribed psychotropic medications, and complications and side effects;
- Educate clients regarding psychotropic medications;
- Under the direction of the team psychiatrist, organize and manage the system of getting medication to clients, including management of pharmaceuticals and medical supplies and integrating medication administration tightly into clients' individual treatment plans;
- In collaboration with the team psychiatrist, coordinate, schedule, and administer medical assessments of client physical health, making appropriate referrals to community physicians for further assessment and treatment, and coordinate psychiatric treatment with medical treatment;
- Ensure that treatment planning and interventions are client centered, culturally competent and age appropriate. Considers all aspects of the clients, their family's, and their community's psychosocial, economic and cultural needs.
- Provide mental health care with respect for client confidentiality, safety and self-determination;
- Utilize community and natural supports to supplement services, with the intent to better integrate the client into their community, and to eventually graduate the client from services when possible and clinically indicated;
- Initiate and/or facilitate admission to inpatient psychiatric treatment as needed; communicates with the attending psychiatrist and collaborates in the planning and implementation of treatment and discharge to the community.
- Collaborates with client and Mental Health team in making referrals to community physicians for assessment and treatment of medical issues, and for coordinating psychiatric and medical treatments;
- Complete all required documentation in an accurate, complete, and timely manner per agency policies and procedures.
- Participate in the implementation of agency tracking systems and chart audit procedures.
- *Take the initiative* to seek supervisory or collegial assistance with follow-through or methodology if problems with documentation quality or timeliness persist.
- Independently identify program needs and take responsibility for realizing those needs through collective processes.
- Actively contribute to program development by participating in agency meetings, serving on working committees, and undertaking agreed upon independent projects for the improvement of the agency and enhancement of services.
- Maintain the safety, security, and confidentiality of clients and their families;
- Ensure own professional development and maintain licensure and/or certification requirements.
- Contribute to the overall professional development of the agency. Contributes to the functioning of the agency as a training institution; and
- Other duties as assigned.

Requirements:

- Associates degree in nursing required;
- Licensed as a registered nurse, and should have at least one year of work experience in an inpatient or outpatient psychiatric setting;
- Must have a strong commitment to the right and ability of each person with a severe and persistent mental illness to live in normal community residences; work in market jobs; and have access to helpful, adequate, competent, and continuous supports and services;
- A strong commitment to working collaboratively, assertively and interdependently with co-workers;

- Skills and competence to establish supportive trusting relationships with persons with severe and persistent mental illnesses and respect for client rights and personal preferences in treatment are essential;
- Competency in adult psychopathology and pharmacology; clinical treatments of dual diagnosis clients and of substance use and addictions, individual crisis intervention and psychotherapy; professional ethics, and client rights;
- Demonstrated ability to effectively plan and organize work to satisfactory completion;
- Current unencumbered driver license and proof of current car insurance may be required;
- Good verbal and written communication skills;
- Great attendance; and
- Ability to work well with others.

Salary: DOE

Prescriber Assistant – Posting #19-053

Major Duties:

The Prescriber Assistant works under the supervision of the MAT/MAR Program Supervisor. The Prescriber Assistant provides program assistance for all program related service delivery, maintenance of client records, contract compliance, public relations, and liaison for client / Doctor as well as various government and private agencies and officials. This position provides assistance and support to clients seeking treatment placement. In fulfilling these duties, the incumbent performs the following duties independently:

- Screens and manages all potential clients that are interested in the Medication Assisted Treatment program and assist clients as needed with necessary documentation needed for treatment;
- Insurance and prior authorization needs/ maintenance.
- Works directly with Doctors, Program Directors, Counselors, and Admissions team to facilitate the coordination of all in-coming Medication Assisted Treatment patients.
- Coordinates funding for clients; verify benefits and get pre-auth for services from insurance companies;
- Assists prescribers in administrative tasks
- Works with the billing department to ensure services received are properly billed; this includes providing documentation needed to bill for those services;
- Maintains client charts and provides assistance to the prescribers with appropriate documentation, ensuring records are complete, files are up to date, and document all services and contacts provided consistent with the requirements of WAC and agency policy;
- Alerts necessary staff members of what is needed for each client;
- Works as part of the agency treatment team;
- Ensures a safe environment that promotes recovery for clients;
- Supports agency policies and procedures; and
- Other duties as assigned.

Requirements:

- Certified as an MA or C.N.A. in the state of WA preferred;
- Knowledge of substance abuse treatment and mental health required;
- Must be highly organized, detail oriented, possess good analytical skills, and be able to work well under pressure;
- Ability to communicate clearly both verbally and in writing;

- Ability to produce accurate reports, forms, etc.;
- Ability to maintain composure when interacting with uncooperative or aggressive people;
- Ability to problem solve;
- Great attendance;
- Ability to work well with others.

Salary: DOE

Cook Aide - Posting #19-052

Major Duties:

The Cook Aide works under the supervision of the Kitchen Supervisor. This position has the primary responsibility to wash and restock kitchen equipment including pots, pans, cutlery, flatware, dishes, etc. This position is also responsible to help maintain the overall kitchen cleanliness, receive and stock orders, and assist in preparing and serving meals. The Cook Aide delivers meals to Lifeline staff members and clients in other areas of the building. In fulfilling these duties, the incumbent performs the following duties independently:

- Assists in the daily cleanup of the kitchen and service areas including stove top, oven, refrigerators and freezer, mixer, slicer, floor, dish washing, pots and pans, garbage and recyclables;
- Help perform deep cleaning at regularly scheduled intervals as designated by the department manager;
- Oversees food inventory by monitoring proper food temperature, rotating and storing food properly;
- Request additional supplies as necessary and help check in orders upon arrival;
- Assists in the preparation and serving of food including stocking snacks;
- Maintain good health habits (washing hands often, etc.);
- Open and/or lock up according to outlined procedures; and
- Other duties as assigned.

Knowledge and Skills Required By the Position:

- High school diploma or equivalent;
- Previous experience in the food services industry preferred; preferably in an institutional or healthcare environment;
- Current Food Handlers Card;
- Good verbal and written communication skills;
- Great attendance;
- Ability to work well with others.

Salary: DOE

Female UA Tech – Posting #19-051

Major Duties:

The Urinalysis Technician is responsible for various duties related to collection, processing, reporting, and recording of urinalysis samples submitted on or off site. The work involves the collection of urine samples per the agencies policies and procedures and recording of data during the collection process. In fulfilling these duties, the incumbent performs the following duties independently:

- Produce accurate labels for clients preparing to submit a urine sample.
- Instruct clients in the agency procedures for submission of urine samples and insure that these procedures are followed.
- Monitor and observe client submission of the urine sample.
- Insure maintenance of chain-of-custody of the urine sample including documentation by the client of all identifying information on the sample.
- Administer and record breathalyzer procedures & results when appropriate.
- Inform client of additional responsibilities, i.e. case management contacts, positive BA procedures, and/or prescription verification requirements.
- Inform client's case manager or the program supervisor of any unusual occurrences including but not limited to, positive BA, adulterated urine, and/or disturbances of any type.
- Prepare samples for delivery to the laboratory's courier.
- Insure all required samples for urine collection are maintained at sufficient levels.
- Insure universal precautions for handling of urine samples are adhered to.
- Other responsibilities as directed.

Requirements:

- High School diploma or equivalent.
- Familiarity with issues specific to addiction and recovery.
- Good verbal and written communication skills.

Salary: DOE

Quality Assurance Specialist – Posting #19-050

Major Duties:

This Position is responsible for data collection, management and analysis, preparation of reports to contract and funding organizations and ongoing program fidelity to contract requirements. Conducts audits of database and relevant processes in order to identify problems and perform necessary corrections. Incumbent performs the following activities:

- Maintains current understanding of Washington Administrative Codes (WACs) and Revised Codes of Washington (RCWs) and federal regulations pertaining to chemical dependency treatment, early childhood education, and the management of personal health information;
- Supports PPW Program Director in developing policies and procedures to gather and record client-level data related to program services and outcomes;
- Ensures client and program data is accurately and completely recorded in agency's electronic record health system according to contractual timelines and requirements;
- Performs quality assurance reviews and recommends performance improvement;
- Analyzes data to ensure compliance with and fidelity to contract deliverables;
- Prepares detailed and summary reports of findings and communicates findings to program and agency leadership;
- Audit electronic record systems and write reports;
- Participates in developing guidelines, standards, policies and procedures related to quality of care and process improvement;
- Creates, maintains and distributes reports as needed by program and agency leadership.

Requirements

- Bachelor's degree in health information management, behavioral health, medical record, or related field preferred.

- Three years' progressive experience in healthcare or social services, with concurrent experience in substance use disorder counseling
- Knowledge of substance use treatment planning and implementation, familiarity with record review process, understanding of diagnoses, and ability to collect and analyze data independently and offer workable solutions to quality of care or noncompliance problems.
- High level analytical skills necessary to collect, analyze and interpret client data, determine significance of information collected, form inferences and/or forecasts from data, and prepare abstracts and summaries of statistical information for reports.
- Excellent verbal and written communication skills;
- Excellent attendance and able to work independently;
- Ability to organize and prioritize tasks to ensure timely project completion;
- Ability to work well with others.

Salary: DOE

Recovery Coach – Centralia/Aberdeen – Posting #19-049

Are you interested in supporting others who are in recovery? Come join Lifeline Connections as a Recovery Coach!

Since 1962, Lifeline Connections' mission has been to provide high quality behavioral health treatment and it is only because of our well-trained and dedicated employees that we have been able to continually accomplish our mission.

The Recovery Coach position will provide a wide variety of supports, services and advocacy that contribute to a client's ability to engage in ongoing treatment and work towards a lower level of care. These activities acknowledge the importance of involving significant others and other natural supports in the persons treatment that could positively impact their sobriety and recovery. Responsibilities for this position include:

- Attending required meetings with Recovery Coach supervisor
- Ability to work with a diverse population and cultural backgrounds
- Complete all required documents
- Have good listening skills and be a good team player
- Ability to support clients in achieving long term recovery
- Be self-motivated
- Other duties as assigned

We are looking for a candidate who is personally in recovery for this position (at least 2 years clean and sober) and willing to be trained to help others be successful in recovery. Additional requirements include:

- High school diploma or equivalent required;
- Completed the CCAR Recovery Coach Academy training, including the ethics and boundary training, or ability and willingness to obtain certification within 60 days of employment;
- Current unencumbered driver's license and proof of current care insurance required;
- Good verbal and written communication skills;
- Great attendance;
- Ability to work well with others and ability to work independently;
- Good ethical decisions both in office and community setting.

Training will be provided after hire so please apply if you are interested. We look forward to hearing from you!

Salary: DOE

Recovery Coach – Bellingham – Posting #19-048

Are you interested in supporting others who are in recovery? Come join Lifeline Connections as a Recovery Coach!

Since 1962, Lifeline Connections' mission has been to provide high quality behavioral health treatment and it is only because of our well-trained and dedicated employees that we have been able to continually accomplish our mission.

The Recovery Coach position will provide a wide variety of supports, services and advocacy that contribute to a client's ability to engage in ongoing treatment and work towards a lower level of care. These activities acknowledge the importance of involving significant others and other natural supports in the persons treatment that could positively impact their sobriety and recovery. Responsibilities for this position include:

- Attending required meetings with Recovery Coach supervisor
- Ability to work with a diverse population and cultural backgrounds
- Complete all required documents
- Have good listening skills and be a good team player
- Ability to support clients in achieving long term recovery
- Be self-motivated
- Other duties as assigned

We are looking for a candidate who is personally in recovery for this position (at least 2 years clean and sober) and willing to be trained to help others be successful in recovery. Additional requirements include:

- High school diploma or equivalent required;
- Completed the CCAR Recovery Coach Academy training, including the ethics and boundary training, or ability and willingness to obtain certification within 60 days of employment;
- Current unencumbered driver's license and proof of current care insurance required;
- Good verbal and written communication skills;
- Great attendance;
- Ability to work well with others and ability to work independently;
- Good ethical decisions both in office and community setting.

Training will be provided after hire so please apply if you are interested. We look forward to hearing from you!

Salary: DOE

Program Assistant – COMET – Posting #19-047

Major Duties:

This support member to the ACT multidisciplinary team is responsible for organizing, coordinating and monitoring all nonclinical operations of ACT under the direction of the team leader; providing receptionist activities including triaging calls, coordinating communication between the team and clients, deescalating situations with clients who have increases of symptomatology, and assisting clients, their families and agencies to get answers to question; maintaining accounting and budget records for client and program expenditures; and operating and coordinating the management information system. In fulfilling these duties, the incumbent performs the following duties independently:

- Prepare the monthly staff work schedule and recommend and revise policies and procedures pertaining to these schedules in accordance with labor contract agreements.
- Maintain records of time staff worked and leave time.
- Maintain and review with the team leader the unit budget for operation of the ACT facility and assure that all purchases of supplies and equipment remain within that budget.
- Order and maintain unit supplies, equipment, and furniture; arrange for repair of office furniture and equipment; record mileage logged on program vehicles; and arrange for maintenance of program vehicles.
- Assist nurses in ordering medication for clients from pharmacies according to state purchasing regulations.
- Record admissions and discharges to provide a source of information for statistical reports.
- Maintain ACT client charts according to the standards of the Joint Commission on Accreditation of Healthcare Organizations and other certifying bodies, including the following: set up charts for newly admitted clients; file materials in client charts and files to assure current, accurate information is available; and monitor ACT clinical charts in coordination with the team leader, to assure that they are being maintained in accordance with unit policies and procedures.
- Inform and consult with ACT staff for the proper maintenance of ACT clinical charts and conduct in-service training for ACT staff regarding clinical charting requirements.
- Update and maintain a policies and procedures manual to assure that current and accurate information is available to staff.
- Type letters, memos, and reports using word-processing equipment.
- Prepare letters to request medical records and client authorizations and maintain log of requests and records received.
- Design and maintain forms to obtain and maintain insurance information regarding all ACT clients.
- Collect necessary data and prepare reports.
- Sort, route, and prioritize incoming mail with distribution to appropriate staff.
- Greet people at ACT headquarters and answer telephone calls including performing the following: (1) triage and coordinate communication between the team and clients; (2) get answers to questions for clients, families, community resources, and agencies; (3) work with callers to relieve urgent situations or to temporarily manage them until other staff are available; (4) attend to symptomatic behavior (shouting and pacing) of clients who come into the ACT office for appointments with staff or of those who come in without a clear purpose (persons without something to do or who come in because of distress); and (5) decide when and how quickly to refer calls to other staff.
- Assess and report clinical behaviors and information (such as poor self-care, medical problems, and increased overt symptoms such as agitation) that are out of the ordinary for that particular client.

- Manage and operate a system to disperse money to clients according to individual client budgets in accordance with clients' treatment plan case managers.
- Manage and maintain an account with a local bank for deposits and withdrawals of client budgets.
- Communicate regularly with financial guardians and protective payees of clients to coordinate individual patient budgets between the ACT program and guardians or payees.
- Manage and operate the system to document all cash transactions with receipts signed by clients upon receiving cash.
- Manage and operate the system to receive money from guardians or payees, maintaining a record of receipt and the current balance for each client.
- Communicate with landlords regarding client rental agreements and payment of rent.
- Operate and coordinate the computer and management information systems for the program.

Requirements:

- Education and experience in the field of human service (e.g., associate or bachelor's degree in human services or experience as an inpatient unit clerk or in a medical clinic), or office management or both is preferred.
- Possess people and problem-solving skills to assist and support clients with severe and persistent mental illnesses and their families.
- Solid organizational skill and ability to make contacts and establish relationships to get information necessary for the program to function within the larger system.
- Knowledge of computers and software; simplified bidding, contracting, billing, and accounting procedures; medical records management; and personnel policies and procedures is required.
- Must have a strong commitment to the right and ability of each person with a severe and persistent mental illness to live in normal community residences; work in market jobs; and have access to helpful, adequate, competent, and continuous supports and services.
- Skills and competence to establish supportive trusting relationships with persons with severe and persistent mental illnesses and respect for client rights and personal preferences in treatment are essential.
- Valid driver's license for the state of Washington.

Salary: DOE

Utilization Management CDP Clinician – Women's Inpatient - #19-011

Major Duties:

The Utilization Management Clinician will be responsible for completing triage assessments to determine patient risk and appropriate level of care based on the medical necessity review (ASAM) as well as, performing ongoing utilization review, authorization for all higher levels Inpatient (IP), Withdrawal Management (Detox) Intensive Outpatient (IOP) of care (Substance Use Disorders). In providing these services, the incumbent performs the following duties independently:

- Collaborates with the supervisory staff and Program Manager, other senior staff members, and other counselors in building and maintaining
- Responds to and completes urgent/emergent assessment and triage for individuals seeking services
- Complete pre-certification for higher level of care admissions as part of a wait list of emergent needs
- Application of medical necessity criteria in authorization of substance use services (ASAM). Referral and triage for individuals in crisis situations.

- Completes concurrent reviews and coordinates with clinicians on discharge planning and post discharge follow up care
- Data entry of all authorizations and clinical notes in clinical files
- Complete retro-reviews as assigned by management staff
- Participate in scheduled staff meetings and trainings
- Participates in case staffing when needed
- Notify Director of Utilization Management and Admissions Director regarding any quality indicators/concerns
- May be assigned CDP/T duties depending on authorization numbers, staffing level and caseload sizes.

Requirements:

- College course work in chemical dependency, human sciences or related field required;
- Experience using ASAM Placement Criteria;
- Experience conducting treatment authorizations with commercial insurance and/or managed care plans, preferred;
- Successful completion of at least one course per quarter/semester toward educational requirements as necessary to obtain an active Washington State Department of Health CDPT credential required;
- Knowledgeable of a wide variety of therapeutic approaches and the ability to set and maintain therapeutic limits. The agency milieu mandates that the incumbent be flexible, versatile and skilled in developing creative behavioral interventions that modify inappropriate behavior;
- Must be capable of functioning autonomously while maintaining continuous communication with other staff members;
- A broad knowledge of the stages of human personality development including cultural, social, and psychological factors affecting individuals and families involved with chemical use;
- Knowledge and practice of crisis intervention theory;
- Knowledge of the various theories, forms, stages, and manifestations of addictive behavior, awareness of common manifestations of resistance to change in the addicted client, awareness of socio-cultural barriers to change, and an in-depth knowledge of alternative coping mechanisms to replace the use of chemicals;
- CPR/First Aid Certification required for inpatient staff members;
- Good verbal and written communication skills;
- Great attendance;
- Ability to work well with others.

Salary: DOE

Therapeutic Childcare Teacher – Posting # 19-006

Major Duties:

The Therapeutic Childcare Teacher works under the supervision of the Childcare Supervisor. The individual provides direct care, often alone, to the children of mothers' in the six-month Residential Treatment Program. Activities include assessing, monitoring and planning for children's developmental growth; providing predictability and stability in schedule, routine and interpersonal interactions; modeling appropriate interactions with children and communicating with families, the Childcare Supervisor, and other staff as necessary. In providing these services, the incumbent performs the following duties independently:

- Provide all children, regardless of behavior, a much needed sense of safety

- Maintain a clean, inviting and well-organized classroom environment
- Provide boundaries for children and mothers in a calm and non-judgmental way
- Implement consistent positive behavior management
- Manage a group of up to 10 children independently
- Implement developmental screenings
- Engage children in developmentally appropriate learning and recreational activities influenced by children's interests
- Be flexible, empathetic and non-judgmental
- Maintain confidentiality
- Maintain accurate files and complete paperwork in a timely manner
- Maintain current understanding of Washington State Administrative Codes (WACs) and Revised Codes of Washington (RCWs) and federal regulations pertaining to chemical dependency treatment, early childhood education, and the management of personal health information

Job Requirements:

- Associate in arts in early childhood education
- Must have MERIT account and initial STARS training completed
- Paid experience teaching children ages birth-5
- Current First Aid/CPR certification
- Food Handler's Permit
- Current unencumbered driver license and proof of current car insurance required for Professional Services Unit staff members.
- Ability to continuously stand or walk
- Ability to lift up to 25 pounds
- Ability to bend, squat, climb stairs and lift frequently
- Excellent attendance
- Excellent verbal and written communication skills

Salary: DOE

MHP/Family Therapist – Posting #19-039

Major Duties:

The Family Therapist works under the supervision of the Program Director. This position is responsible for clinical services working with individuals with substance use disorders and their families. In fulfilling these duties, the clinician performs the following duties independently:

- Documented skills, training, and/or education in family theory & techniques as consistent with WAC 388-877A-0155 & WAC 246-809-121;
- Conduct family assessments;
- Conduct a family education group;
- Work as part of a treatment team;
- Maintain complete and up to date clinical files that document all services and contacts provided consistent with the requirements of WAC 388-865 and 388-805 (if applicable);
- Supports and implements agency policies and procedures;
- Represents the Agency in the community at various meetings and clinical reviews with the approval of the supervisor;
- May require weekend work; and
- Other duties as assigned.

Requirements:

- Master's degree in Social Work, Counseling Psychology, or Marriage and Family Therapy, with current State of Washington credential;
- Must successfully pass a criminal history background check;
- Ability to work with diverse populations who vary significantly, including social strata, age, education, race, ethnicity, gender, and sexual orientation;
- Experience working with substance use disorders, co-occurring disorders and family systems;
- Ability to work as part of a multidisciplinary team to help clients achieve their goals;
- An understanding of local community services;
- Ability to establish and maintain relationships with community agencies and service providers;
- Ability to communicate clearly;
- Great attendance;
- Ability to work well with others.

Salary: DOE

Admissions Specialist – Posting #19-030**Major Duties:**

The Admissions Specialist position works under the supervision of the Admissions Supervisor or Program Manager. This position provides assistance and support to clients seeking treatment placement. In fulfilling these duties, the incumbent performs the following duties independently:

- Coordinate and schedule admissions;
- Conduct preadmission reviews of potential patients in a timely manner;
- Document all pertinent information received during the inquiry process and communicate with other appropriate staff for admission decisions;
- Verify insurance eligibility and benefits for all potential admissions;
- Data enter demographics and insurance data into billing software;
- Provide tours of the facility;
- Complete preliminary paperwork with new admissions and collect co-pays and deductibles;
- Work with community resources to place individuals in treatment;
- Maintain census and databases related to admissions.
- Maintain files that document all services and contacts provided consistent with the requirements of WAC and agency policy;
- Ensures a safe environment that promotes recovery for clients;
- Supports and implements agency policies and procedures; and
- Other duties as assigned.

Requirements of Position:

- High School diploma or equivalent required;
- College coursework preferred;
- Minimum of two year experience in a clerical capacity;
- Knowledge of health insurance, Medicaid and Medicare
- Motivated team member with good organizational skills
- Able to relate professionally and positively with billing department and treatment teams;
- Previous Chemical Dependency or Mental Health experience preferred;
- Thorough knowledge of agency word processing and data base systems;
- Ability to maintain composure when interacting with uncooperative or aggressive people; good customer service skills.

- Ability to problem solve;
- Ability to communicate effectively and consistently both verbally and in writing;
- Ability to produce accurate reports, forms, etc.;
- Great attendance;
- Ability to work well with others.

Salary: DOE

Care Coordinator – Centralia - Posting #19-027

Major Duties:

This position provides care coordination to agency patients. Care Coordinators (CC) are designed to provide education and support to members with elevated risk and are elevated utilizers of health care services. In fulfilling these duties, the incumbent performs the following duties independently:

- Care coordinators will provide outreach and initial health assessments resulting in the development of a Health Action Plan (HAP). Additional health screens will include the Patient Activation or Caregiver Activation Measure (PAM/CAM), Body Mass Index (BMI), Patient Health Questionnaire (PHQ-9) and the KATZ measure for activities of daily living. Other screens may be used as appropriate for care. The HAP will be updated at least every 4 months.
- The DSHS Predictive Risk Intelligence System (PRISM) will be used as a tool to support health planning and monitoring of clinical outcomes and usage.
- Reinforce Health Action Plan and supporting the beneficiary to attain short and long term goals. Motivational interviewing techniques will support goal setting. The CC will spend time advocating, educating and supporting the beneficiary and natural family supports to attain and improved self-management skills.
- CC will meet ongoing both in person and telephonically to support beneficiary and the beneficiary attainment of health care goals.
- Coordinating with the authorizing and health care or social service entities as necessary to maintain self-care and support the beneficiary's health action goals.
- Monitor and review beneficiary's knowledge of medication and medication use. Should educate beneficiary on signs and symptoms of complications and provide beneficiary sources of help if needed (i.e. health plan nurse line, primary care providers, specialty providers etc.)
- Should facilitate successful transition of care from inpatient to outpatient settings. Supporting discharge instructions, coordinating with specialty and primary providers, reviewing care environments, ensuring medication is understood and used appropriately.
- Care Coordinator will document patient progress and recommendations in the managed care organization's care management electronic health care system. All in person and telephonic encounters will also be documented.
- Other duties as assigned.

Position Requirements:

- Bachelor's in social work, psychology, social services, human services or behavioral sciences
- Required travel to Aberdeen and South Bend on a regular basis
- Above average Microsoft Office skill set
- Experience working within health systems

- Experience with underserved, recovery and mental health populations
- Familiarity in Motivation Interviewing technique
- Strong communications skills

Salary: DOE

Family Therapist – Posting #19-026

Major Duties:

The Family Therapist works under the supervision of the Program Director. This position is responsible for clinical services working with individuals with substance use disorders and their families. In fulfilling these duties, the clinician performs the following duties independently:

- Documented skills, training, and/or education in family theory & techniques as consistent with WAC 246-809-121;
- Conduct family assessments to screen for family functioning level and appropriateness;
- Conduct a family education group;
- Work as part of a treatment team;
- Maintain complete and up to date clinical files that document all services and contacts provided consistent with the requirements of WAC 388-865 and 388-805 (if applicable);
- Supports and implements agency policies and procedures;
- Represents the Agency in the community at various meetings and clinical reviews with the approval of the supervisor;
- May require weekend work; and
- Other duties as assigned.

Requirements:

- Master's degree in Social Work, Counseling Psychology, or Marriage and Family Therapy, with current State of Washington credential;
- Current CDP or CDPT upon hire;
- Must successfully pass a criminal history background check;
- Ability to work with diverse populations who vary significantly, including social strata, age, education, race, ethnicity, gender, and sexual orientation;
- Experience working with substance use disorders and co-occurring disorders;
- Experience using family systems techniques as consistent with WAC 388-877-0708 and across a range of family structures in relationship to the identified patient's treatment goals;
- Ability to work as part of a multidisciplinary team to help clients achieve their goals;
- An understanding of local community services;
- Ability to establish and maintain relationships with community agencies and service providers;
- Ability to communicate clearly;
- Great attendance;
- Ability to work well with others.

Salary: DOE

Prescriber – Aberdeen/South Bend – Posting #19-025

Major Duties:

This position works under the supervision of the Program Director and is responsible for, prescribing and monitoring of medications and maintaining compliance of the MAT program with all applicable county, state and federal codes. In fulfilling these duties, the incumbent performs the following duties:

- Develop and review of standing orders for appropriate clients;
- Maintain all required charting paperwork requirements as defined by agency contracts or payer requirements;
- Refer clients to other health care services and facilities when appropriate;
- Coordinate with chemical dependency professionals regarding client care;
- Provides consultation as requested by other programs in the agency or by the agency as a whole; and
- Other duties as assigned.

Requirements:

- Possess and maintain a current State medical license (ARNP, MD, or PA);
- Possess a current DEA credential with the ability to prescribe Suboxone;
- Ability to maintain client confidentiality;
- Good verbal and written communication skills;
- Great attendance; and
- Ability to work well with others.

Salary: DOE

*This is a part time position

Psychiatric Advanced RN Practitioner – Posting #19-024

Major Duties:

This position is responsible for conducting psychiatric assessments; assessing physical health needs; making appropriate referrals to community physicians; and providing management and administration of medication in conjunction with the psychiatrist. In fulfilling these duties, the incumbent performs the following duties:

- Provide service coordination for clients including participation with the individual treatment teams (ITT);
- Participate in and conduct parts of the client-centered comprehensive assessment of psychiatric history (e.g., onset, course and effect of illness, past treatment and responses, and risk behaviors), mental status, and diagnosis; physical health and dental health; use of drugs or alcohol; education and employment; social development and functioning; activities of daily living (e.g., self-care, living situation, nutrition, money management); and family structure and relationships;
- Document client progress in a permanent record of client activity according to established methods and procedures;
- Participate in staff meetings and treatment planning review meetings;
- Take the lead role or participate in providing medication administration and medical services;

- Organize and manage the system of getting medication to clients and integrating medication administration into clients' individual treatment plans;
- Manage pharmaceuticals and medical supplies;
- Coordinate, schedule, and administer medical assessments of client physical health, making appropriate referrals to community physicians for further assessment and treatment, and coordinate psychiatric treatment with medical treatment;
- Provide ongoing assessment of clients' mental illness symptoms and clients' response to treatment. Make appropriate changes in treatment plans to ensure immediate and appropriate interventions are provided in response to changes in mental status or behavior which put clients at risk;
- Provide symptom education to enable clients to identify their mental illness symptoms;
- Provide direct clinical services to clients on an individual, group, or family basis in the office and in community settings to teach behavioral symptom-management techniques to alleviate and manage symptoms not reduced by medication and to promote personal growth and development by assisting clients to adapt to and cope with internal and external stresses;
- Provide individual treatment in the office and in community settings in a stage-based treatment model that is non-confrontational, considers interactions of mental illness and substance abuse, and has client-determined goals;
- In coordination with the other registered nurses on the team, assist and support clients to have and effectively use a personal primary care physician, dentist, and other medical specialists as required;
- Must have a strong commitment to the right and ability of each person with a severe and persistent mental illness to live in normal community residences; work in market jobs; and have access to helpful, adequate, competent, and continuous supports and services. Skills and competence to establish supportive trusting relationships with persons with severe and persistent mental illnesses and respect for client rights and personal preferences in treatment are essential;
- In coordination with Chief Clinical Officer, provide training to Lifeline employees regarding specific subject areas related to expertise;
- Support and implement agency policies and procedures.
- Other duties as assigned.

Requirements:

- Master's degree in psychiatric mental health nursing;
- Licensed as a Washington State Advanced Registered Nurse Practitioner;
- Carry American Nurses Credentialing Center (ANCC) certification;
- At least one year of work experience in an inpatient or outpatient psychiatric setting is preferred;
- Attend weekly supervision meeting;
- Ability to communicate clearly both verbally and in writing;
- Great attendance;
- Ability to work well with others.
- Ability to accurately complete all tasks as assigned;
- Maintain high level of confidentiality with any and all information acquired;

Salary: DOE

*There is one full time and one part time position!

Recovery House Program Director – Bellingham - #19-009

Major Duties:

The Recovery House Program Director works under the supervision of the Chief Clinical Officer. The Recovery House Program Director provides direct services to patients diagnosed with substance use disorders in assigned locations. The Recovery House Program Director provides clinical supervision to assigned staff.

In fulfilling these duties the incumbent performs the following duties:

- Participate in staff recruitment, interviewing, hiring, work assignments, orientation and performance supervision according to work rules, regulations, and policies; develop and implement staff orientation and training in conjunction with the Chief Clinical Officer.
- Provide direct services to include, assessment, intake, individual and group therapy and case management.
- Schedule and facilitate individual supervision sessions with assigned staff;; monitor staff training needs, professional development activities and ability to deliver services as assigned; develop, maintain and update professional development plans; monitor productivity; implement and monitor collaborative documentation; schedule staff to work shifts and monitor the staff shift schedule;
- Monitor all staff performance, ethical and safety practices and report concerns to Chief Clinical Officer immediately;
- Maintain open communication with the Chief Clinical Officer; promote healthy communication between team members and other agency staff in the delivery of services;
- Ensure that continuous quality improvement addresses both patient centered care and compliance with agency policies and contracts, WAC's, RCW's, BHO policies, CARF standards, Medicaid or other Federal Regulations; review clinical charts for accuracy and completeness;; schedule and facilitate staff meetings at least twice monthly for care coordination and to provide training on needs identified through quality improvement; participate in the implementation of agency tracking systems and chart audit procedures;
- Coordinate integrated care across behavioral health, physical health and recovery support needs; provide coordinated care with respect for patient confidentiality, safety and self-determination;
- Ensure assigned staff collaborate with patients to develop a patient centered individualized treatment plan, revised when necessary, to address evolving patient need; culturally competent and age appropriate; consider all aspects of the patient, their families, and their community's psychosocial, economic and cultural needs;
- Collaborate with community partners to increase patient access to services;
- Ensure all required documentation is completed in an accurate and timely manner;
- Seek supervisory assistance if problems with own or assigned staff documentation quality or timeliness occur or persist;
- Independently identify program needs and make recommendations to Chief Clinical Officer;
- Actively contribute to program development by participating in agency and community meetings; and
- Other duties as assigned.

Requirements:

- Possess a bachelor's degree in one of the social sciences from an accredited college or university, Master's degree preferred;
- Be licensed or certified as a CDP in the state of WA;
- Possess an understanding of co-occurring disorders;

- Have a minimum of two years clinical supervisory experience;
- Program management experience is desirable, must have demonstrated experience providing supervision and/or mentoring to staff.
- Ability to work in fast-paced environment, with excellent oral and written communication skills, critical thinking and problem-solving abilities;
- Sensitive to ethnic, cultural, gender; beliefs, and behaviors, substance use disorders, HIV/AIDS and related medical/social issues;
- Demonstrate understanding of substance use disorders/opioid use disorder and medication assisted treatments;
- Ability to work independently as well as part of a team.
- A strong commitment to the right and ability of each person with a substance use disorder(s) to live, work and have access to helpful, competent and continuous supports and services;
- A strong commitment to working collaboratively, assertively and interdependently with co-workers;
- Skills and competence to establish trusting relationships with persons with substance use disorder(s) and respect for individual rights and personal preferences in treatment;
- Knowledge of pharmacology; clinical treatments of individuals with co-occurring disorders (mental/substance use disorders); crisis intervention; and professional ethics;
- Knowledge of community/health resources;
- Ability to use clear, concise and effective written and oral communication and comply with agency policies when sharing, documenting relevant patient care data.
- Demonstrated ability to effectively prioritize and organize work to satisfactory completion;
- Ability to drive between work sites throughout the work week;
- Current unencumbered driver license and proof of current car insurance may be required;
- Effective verbal, written and interpersonal skills with ability to interact providers and team members from various settings;
- Ensure own professional development and maintain licensure and/or certification requirements;
- Dependable and reliable attendance.

Salary: DOE

Mental Health Clinical Supervisor – Mt. Vernon – Posting #18-103

Major Duties:

Mental Health (MH)/Co-occurring (COD) Clinical Supervisor works under the supervision of the Program Director. The MH/COD Supervisor provides direct services to patients diagnosed with mental health or co-occurring disorders and provides clinical supervision to assigned staff.

- In fulfilling these duties the incumbent performs the following duties:
- Participate in staff recruitment, orientation and performance supervision according to work rules, regulations and policies.
- Provide direct services to include, assessment, intake, individual and group therapy and case management; participate in and monitor walk-in access for MH/COD assessments;
- Schedule and facilitate individual supervision sessions with assigned staff; Monitor all ethical and safety concerns and report to Program Director immediately;
- Maintain full and open communication with the Program Director; promote communication between team members and other agency staff in the delivery of services;
- Ensure that continuous quality improvement addresses both patient centered care and compliance with agency, WACs, RCWs, BHO, CARF standards, Medicaid, and Federal Regulations;

- Comply with all applicable Lifeline Connections policies and contracts;
- Coordinate integrated care across behavioral health, physical health and recovery support needs;
- Ensure assigned staff collaborate with patients to develop an individualized treatment plan, revised when necessary, to address evolving patient need;
- Collaborate with community partners to increase patient access to services;
- Ensure counselors assist patients with selecting approved treatment providers for counseling, inpatient and other supports;
- Complete all required documentation in an accurate and timely manner;
- Seek supervisory assistance if problems with own or assigned staff documentation quality or timeliness occur or persist;
- Independently identify program needs and make recommendations to supervisor;
- Actively contribute to program development by participating in agency and community meetings;
- Other duties as assigned.

Requirements:

- A master's degree or further advanced degree in counseling or one of the social sciences from an accredited college or university required;
- Must qualify as a Mental Health Professional (MHP) and licensed in their field;
- Have a minimum of 2 years clinical supervisory experience;
- Be licensed or certified as a CDP or CDPT in the state of WA preferred;
- Experience providing treatment to persons with severe and persistent mental illnesses and substance use disorders in a treatment setting;
- Supervisory and program management experience is desirable, must have demonstrated experience providing supervision and/or mentoring to subordinate staff or co-workers.
- Ability to work in fast-paced environment, with excellent oral and written communication skills, critical thinking and problem-solving abilities;
- Sensitive to ethnic, cultural, gender; beliefs, and behaviors, substance use disorders, HIV/AIDS and related medical/social issues;
- Demonstrate understanding of substance use disorders/opioid use disorder and medication assisted treatments;
- Knowledge of pharmacology; clinical treatments of individuals with co-occurring disorders (mental/substance use disorders); crisis intervention; and professional ethics;
- Knowledge of community/health resources;
- Demonstrated ability to effectively prioritize and organize work to satisfactory completion;
- Ability to drive between work sites throughout the work week;
- Current unencumbered driver license and proof of current car insurance may be required;
- Effective verbal, written and interpersonal skills with ability to interact providers and team members from various settings.

Salary: DOE

Prescriber – MAT Program – Posting #18-082

Major Duties:

This position works under the supervision of the Program Director and is responsible for, prescribing and monitoring of medications and maintaining compliance of the MAT program with all applicable county, state and federal codes. In fulfilling these duties, the incumbent performs the following duties:

- Develop and review of standing orders for appropriate clients;
- Maintain all required charting paperwork requirements as defined by agency contracts or payer requirements;
- Refer clients to other health care services and facilities when appropriate;
- Coordinate with chemical dependency professionals regarding client care;
- Provides consultation as requested by other programs in the agency or by the agency as a whole; and
- Other duties as assigned.

Requirements:

- Possess and maintain a current State medical license (ARNP, MD, or PA);
- Possess a current DEA credential with the ability to prescribe Suboxone;
- Ability to maintain client confidentiality;
- Good verbal and written communication skills;
- Great attendance; and
- Ability to work well with others.

Salary: DOE

Psychiatric Advanced RN Practitioner – MAT Program – Posting #18-077

Major Duties:

This position is responsible for conducting psychiatric assessments; assessing physical health needs; making appropriate referrals to community physicians; and providing management and administration of medication in conjunction with the psychiatrist. In fulfilling these duties, the incumbent performs the following duties:

- Provide service coordination for clients including participation with the individual treatment teams (ITT);
- Participate in and conduct parts of the client-centered comprehensive assessment of psychiatric history (e.g., onset, course and effect of illness, past treatment and responses, and risk behaviors), mental status, and diagnosis; physical health and dental health; use of drugs or alcohol; education and employment; social development and functioning; activities of daily living (e.g., self-care, living situation, nutrition, money management); and family structure and relationships;
- Document client progress in a permanent record of client activity according to established methods and procedures;
- Participate in staff meetings and treatment planning review meetings;
- Take the lead role or participate in providing medication administration and medical services;
- Organize and manage the system of getting medication to clients and integrating medication administration into clients' individual treatment plans;
- Manage pharmaceuticals and medical supplies;
- Coordinate, schedule, and administer medical assessments of client physical health, making appropriate referrals to community physicians for further assessment and treatment, and coordinate psychiatric treatment with medical treatment;
- Provide ongoing assessment of clients' mental illness symptoms and clients' response to treatment. Make appropriate changes in treatment plans to ensure immediate and appropriate interventions are provided in response to changes in mental status or behavior which put clients at risk;
- Provide symptom education to enable clients to identify their mental illness symptoms;

- Provide direct clinical services to clients on an individual, group, or family basis in the office and in community settings to teach behavioral symptom-management techniques to alleviate and manage symptoms not reduced by medication and to promote personal growth and development by assisting clients to adapt to and cope with internal and external stresses;
- Provide individual treatment in the office and in community settings in a stage-based treatment model that is non-confrontational, considers interactions of mental illness and substance abuse, and has client-determined goals;
- In coordination with the other registered nurses on the team, assist and support clients to have and effectively use a personal primary care physician, dentist, and other medical specialists as required;
- Must have a strong commitment to the right and ability of each person with a severe and persistent mental illness to live in normal community residences; work in market jobs; and have access to helpful, adequate, competent, and continuous supports and services. Skills and competence to establish supportive trusting relationships with persons with severe and persistent mental illnesses and respect for client rights and personal preferences in treatment are essential;
- In coordination with Chief Clinical Officer, provide training to Lifeline employees regarding specific subject areas related to expertise;
- Support and implement agency policies and procedures.
- Other duties as assigned.

Requirements:

- Master’s degree in psychiatric mental health nursing;
- Licensed as a Washington State Advanced Registered Nurse Practitioner;
- Carry American Nurses Credentialing Center (ANCC) certification;
- At least one year of work experience in an inpatient or outpatient psychiatric setting is preferred;
- Attend weekly supervision meeting;
- Ability to communicate clearly both verbally and in writing;
- Great attendance;
- Ability to work well with others.
- Ability to accurately complete all tasks as assigned;
- Maintain high level of confidentiality with any and all information acquired;

Salary: DOE

*This position is part time

Utilization Management Administrative Assistant – Posting #18-063

Major Duties:

The Admissions Administrative Assistant position works under the supervision of the Admissions Supervisor. This position provides assistance and support to the utilization management process. This includes working with public and private insurance companies to perform ongoing utilization review and authorization for all higher levels of care. In fulfilling these responsibilities, the incumbent performs the following duties independently:

- Collaborates with the supervisory staff and Program Manager, other senior staff members, and other counselors in building and maintaining clinical files sufficient to document and complete authorization;

- Assists clients as needed with necessary documentation needed for treatment;
- Ensures a safe environment that promotes recovery for clients;
- Work as part of the billing unit, functioning as a team to ensure proper services are received by each client;
- Contact insurance companies for explanation of benefits as needed;
- Maintain complete and up to date files that document all services and contacts provided consistent with the requirements of Washington Administrative Code (WAC) and agency policy;
- Complete authorizations for higher level of care admissions as part of a wait list of emergent needs;
- Completes concurrent reviews and coordinates with clinicians on discharge planning and post discharge follow up care;
- Data entry of authorizations, clinical notes, and billing information in clinical files;
- Complete retro-reviews as assigned by management staff;
- Other duties as assigned.

Requirements:

- High School diploma or equivalent required;
- College coursework preferred;
- Experience conducting treatment authorizations with commercial insurance and/or managed care plans, preferred;
- Minimum of one year experience in a clerical capacity;
- Thorough knowledge of agency word processing and data base systems;
- Ability to produce accurate reports, forms, etc.;
- Ability to problem solve;
- Ability to communicate clearly both verbally and in writing;
- Great attendance;
- Ability to work well with others.

Salary: DOE

Chemical Dependency Professional (Bilingual) – Mt. Vernon - Posting #18-050

Major Duties:

The Chemical Dependency Professional provides counseling and case management for clients of the agency. The work includes assisting supervisory staff and Program Director in program review, daily management of treatment activities, and training/orientation of junior staff and trainees. The CDP(T) is responsible for the daily treatment activities for clients on their caseload. In providing these services, the incumbent performs the following duties independently:

- Collaborates with the supervisory staff and Program Manager, other senior staff members, and other counselors in building and maintaining an intense treatment environment that motivates clients to focus on problematic behaviors, allow clients to experience the consequences of their actions, and teaches clients more productive coping strategies;
- Assesses the psycho social functioning of assigned clients and develops individualized treatment plans;
- Apprises team members of specific treatment plans and intervention strategies so that therapeutic consistency can be maintained;
- Leads treatment groups according to agency treatment guidelines;

- Develops discharge/aftercare plans and makes appropriate referrals for follow-up care;
- Documents relevant clinical information including treatment plans, treatment reviews, progress notes, and discharge summaries;
- Provides crisis intervention services, information, and referrals to clients and their family;
- Provides motivational counseling to collaterals to encourage participation in family support programs;
- Teaches specialized treatment concepts to client groups according to agency treatment schedule;
- Provides complete and accurate written and oral formats regarding the course of treatment to families, referral sources, and legal representatives;
- Recommends and participates in the development, design and documentation of policies, procedures, and activities for the agency;
- Conducts alcohol/drug assessments pursuant to WAC 388-877, or its successor; and
- Other duties as assigned.

Position Requirements:

- College course work in chemical dependency, human sciences or related field required;
- Must possess a valid Washington State Department of Health CDP credential (CDP preferred, minimum of CDPT required) at time of hire;
- Successful completion of at least one course per quarter/semester toward educational requirements as necessary to obtain an active Washington State Department of Health CDP credential required, if not already obtained;
- Knowledgeable of a wide variety of therapeutic approaches and the ability to set and maintain therapeutic limits. The agency milieu mandates that the incumbent be flexible, versatile and skilled in developing creative behavioral interventions that modify inappropriate behavior;
- Must be capable of functioning autonomously while maintaining continuous communication with other staff members;
- A broad knowledge of the stages of human personality development including cultural, social, and psychological factors affecting individuals and families involved with chemical use;
- Knowledge and practice of crisis intervention theory;
- Knowledge of the various theories, forms, stages, and manifestations of addictive behavior, awareness of common manifestations of resistance to change in the addicted client, awareness of socio-cultural barriers to change, and an in-depth knowledge of alternative coping mechanisms to replace the use of chemicals;
- An understanding of the theory and practice of individual and group treatment of chemical abusing clients to facilitate client self-examination, expression of feelings, insight development, problem solving, and motivation to develop a chemically free lifestyle;
- CPR/First Aid Certification required for inpatient staff members;
- Good verbal and written communication skills;
- Great attendance;
- Ability to work well with others.

Salary: DOE

LPN – ECS - Posting #18-041

Major Duties:

This position works under the supervision of the Withdrawal Management Director and is responsible for ensuring the safe operation of the agency medication administrations, monitoring clients, and following protocol when any physical or mental signs or symptoms are outside of set parameters. In fulfilling these duties, the incumbent performs the following duties independently:

- Medication administration;
- Monitoring and charting vital signs;
- Charting client response to prn medication;
- Report/request advice, from nurse manager or MD when situation is beyond LPN scope of practice;
- Triage medical complaints to RN or MD;
- Inventory of medication rooms;
- Assist with training of floor staff;
- Other duties as assigned;

Requirements:

- High school diploma or equivalent required;
- Current WA state LPN license required;
- Ability to communicate clearly both verbally and in writing;
- Must be flexible, tolerant and empathetic of clients from differing social and economic backgrounds;
- Current CPR certification required;
- Demonstrates the ability to work well with others;
- Good attendance; and
- Must have empathy for those suffering of drug and alcohol detox.

Salary: DOE

Sobering Aide – Posting #19-005

Major Duties:

The Sobering Aide provides shift coverage, medical management and case management of clients in the Sobering Center unit. In providing these services, the incumbent performs the following duties:

- Taking vitals (blood-pressure, pulse, temperature, and respiration) and monitors per unit protocol and Physicians orders;
- Conducts admissions screening pursuant to Physician's Standing Orders and Sobering Unit Policies and Procedures;
- Obtaining routine lab samples not requiring laboratory personnel.
- Conduct observed medication pass as needed;
- Develops treatment referrals;
- Infection control. Every employee is responsible for infection control, but because of the constant contact the Sobering Aide has with patients, it is critical for the Sobering Aide to know and follow proper protocol in avoiding the spread of germs and spores which transport disease;
- Observation and reporting. Observing the patient and surroundings assists the nurse to assess the progress of the patient as well as any needs the patient might have for medical

intervention. The certified nursing assistant will also observe and remove any potential hazards which could cause accidents;

- Intake paperwork;
- Provides discharge planning;
- Completes charting requirements per Sobering Unit policy;
- Other duties as assigned.

Requirements:

- High school diploma or equivalent;
- Current MA, HCA, or CNA credential in the state of Washington preferred;
- Possess a working understanding of the detoxification process and the signs and symptoms that warrant transfer to a medically supervised detox center, urgent care, or emergency department;
- Current CPR/1st Aid certification required;
- Current unencumbered driver license and proof of current car insurance, with the ability to become an approved fleet driver;
- Understand the forms, stages, and manifestations of addictive behavior preferred;
- Willingness to become certified as a Recovery Coach
- Have the ability to write detailed progress notes;
- Ability to communicate clearly both verbally and in writing;
- Great attendance;
- Ability to work well with others.

Salary: DOE

Residential Aide – Women’s Program - Posting #19-004

Major Duties:

The Residential Aide position works under the supervision of the unit Residential Aide Supervisor. This position provides support in the group living and milieu component of the inpatient program. In fulfilling these duties, the incumbent performs the following duties independently:

- Ensure a safe environment that promotes recovery for clients;
- Assist clients as needed with homework assignments for treatment plan goals and objectives;
- Work as part of a treatment team;
- Complete all milieu duties as needed and assigned;
- Provide advocacy and assist in facilitating access to necessary community resources, sober support systems, and other professionals;
- Maintain complete and up to date files that document all services and contacts provided consistent with the requirements of WAC and agency policy;
- Supports and implements agency policies and procedures; and
- Other duties as assigned.

Position Requirements:

- High School diploma or equivalent;
- Familiarity with issues specific to addiction and recovery;
- Current CPR/1st Aid certification required;
- Current unencumbered driver license and proof of current car insurance required for Professional Services Unit staff members.
- Good verbal and written communication skills;

- Great attendance; and
- Ability to work well with others.

Salary: DOE

Residential Aide – Posting #19-003

Major Duties:

The Residential Aide position works under the supervision of the unit Residential Aide Supervisor. This position provides support in the group living and milieu component of the inpatient program. In fulfilling these duties, the incumbent performs the following duties independently:

- Ensure a safe environment that promotes recovery for clients;
- Assist clients as needed with homework assignments for treatment plan goals and objectives;
- Work as part of a treatment team;
- Complete all milieu duties as needed and assigned;
- Provide advocacy and assist in facilitating access to necessary community resources, sober support systems, and other professionals;
- Maintain complete and up to date files that document all services and contacts provided consistent with the requirements of WAC and agency policy;
- Supports and implements agency policies and procedures; and
- Other duties as assigned.

Position Requirements:

- High School diploma or equivalent;
- Familiarity with issues specific to addiction and recovery;
- Current CPR/1st Aid certification required;
- Current unencumbered driver license and proof of current car insurance required for Professional Services Unit staff members.
- Good verbal and written communication skills;
- Great attendance; and
- Ability to work well with others.

Salary: DOE

LPN – Posting #19-002

Major Duties:

This position works under the supervision of the Withdrawal Management Director and is responsible for ensuring the safe operation of the agency medication administrations, monitoring clients, and following protocol when any physical or mental signs or symptoms are outside of set parameters. In fulfilling these duties, the incumbent performs the following duties independently:

- Medication administration;
- Monitoring and charting vital signs;
- Charting client response to prn medication;
- Report/request advice, from nurse manager or MD when situation is beyond LPN scope of practice;
- Triage medical complaints to RN or MD;
- Inventory of medication rooms;
- Assist with training of floor staff;
- Other duties as assigned;

Requirements and Skills Required by the Position:

- High school diploma or equivalent required;
- Current WA state LPN license required;
- Ability to communicate clearly both verbally and in writing;
- Must be flexible, tolerant and empathetic of clients from differing social and economic backgrounds;
- Current CPR certification required;
- Demonstrates the ability to work well with others;
- Good attendance; and
- Must have empathy for those suffering of drug and alcohol detox.

Salary: DOE

Nursing Assistant / Medical Assistant – Posting #19-001

Major Duties: The CNA/MA provides shift coverage, medical management and case management of clients in our residential / sobering units. In providing these services, the incumbent performs the following duties:

- Taking vitals (blood-pressure, pulse, temperature, and respiration) per unit protocol;
- Conducts admissions screening pursuant to Physician's Standing Orders and Sobering Unit Policies and Procedures;
- Obtaining routine lab samples not requiring laboratory personnel.
- Conduct observed medication pass as needed;
- Develops treatment referrals;

Infection control. Every medical employee is responsible for infection control, but because of the constant contact the MA/CNA has with patients, it is critical for the MA/CNA to know and follow proper protocol in avoiding the spread of germs and spores which transport disease;

- Observation and reporting. Observing the patient and surroundings assists the nurse to assess the progress of the patient as well as any needs the patient might have for medical intervention. The certified nursing assistant will also observe and remove any potential hazards which could cause accidents;
- Intake paperwork;
- Provides discharge planning;
- Monitors client's vitals per Physician's Standing Orders;
- Completes charting requirements per Sobering Unit policy;
- Other duties as assigned.

Requirements and Skills Required by the Position:

- High school diploma or equivalent.
- Current CNA, MA, or HCA credential in the state of Washington required;
- Possess a working understanding of the detoxification process and the signs and symptoms that warrant transfer to a medically supervised detox center, urgent care, or emergency department;
- Current CPR/1st Aid certification required;
- Understand the forms, stages, and manifestations of addictive behavior preferred;
- Have the ability to write detailed progress notes;
- Ability to communicate clearly both verbally and in writing;
- Great attendance;
- Ability to work well with others.

Salary: DOE