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Open Positions: Clark County

Part Time SUDP/T - Men’s Residential - Posting #20-040

Major Duties:

The Substance Use 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 SUDP (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 246-341, or its successor; and
- Other duties as assigned.

Position Requirements:

- Must possess a valid Washington State Department of Health SUDP credential (SUDP preferred, minimum of SUDPT 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 SUDP 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

Crisis Case Manager – Posting #20-039

Major Duties:

The Crisis Case Manager position works under the supervision of the Program Director. This position provides behavioral health services to individuals at the Crisis Stabilization and Triage Center. The Crisis Case Manager will be responsible for providing specialized crisis intervention and short-term intervention services to adults and older adults experiencing an acute behavioral health crisis, with the goal of crisis stabilization within the least restrictive setting. In fulfilling these duties, the incumbent performs the following duties independently:

- Provides a welcoming environment for new participants.

- Supports intakes in the community as needed to facilitate participants accessing the appropriate level of care.
- Provides basic recovery support services and documents services provided using recovery focused language.
- Will work with individuals to meet the goals on the individual services plan identified activities and goals that is recovery and strength based and meets their unique needs.
- Acts as an advocate for the needs and rights of every person.
- Will work as part of a treatment team.
- Will provide referrals and resources to individuals and family members of individuals at the Crisis Stabilization and Triage Center.
- Provides post discharge follow up services as needed.
- Conducts groups, as designated by the program's schedule.
- Assists in completing admission to the Center including:
 - a. Orientation to the program, including an introduction to staff, tour of the facility, individual rights and grievances, program schedule, and community agreements.
 - b. Assisting participants with shower and clean up using proper infection control procedures.
 - c. Reviewing and storing personal property.
- Partners with each participant to maintain a recovery environment by performing tasks including, but not limited to:
 - d. Room Checks.
 - e. Removes any hazardous objects and records findings as designated.
 - f. Helps participants manage any risky behavior and completes required documentation.
 - g. Implements contraband policy.
- Works with participants and treatment team to complete Discharge Planning to ensure community resources and family supports are involved, as requested by the participant.
- 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).
- Assures incident reports are initiated and completed according to agency policy
- Supports and implements agency policies and procedures.
- Evaluates individuals for substance use disorders and recommends appropriate services, when appropriate.
- Ability to maintain a positive, solution-focused demeanor when responding to conflicts or problems
- Networks within the community to identify outside agencies and services available to help individuals meet their needs.
- Establishes and maintains relationships with community agencies and service providers to meet the needs of individuals.
- Participate in verbal de-escalation and interventions in emergent situations and be willing to assist other team members as needed to maintain a safe and secure environment.
- Other duties as assigned.

Requirements:

- BA/BS/BSW Degree in a Behavioral Science related field OR AA Degree and 2 years related work experience OR any combination of education and experience totaling at least 4 years and demonstrates sufficient knowledge and skills.

- Washington State Department of Health Agency Affiliate
- Current CPR and First Aid and Food Handlers permit, or ability to obtain one within 90 days.
- Be willing to seek to understand each individual's unique circumstances and personal preferences and goals and incorporate them into the crisis response to help individuals regain a sense of control.
- Have a strong understanding of recovery and resilience, the value of partnerships and individual choice, and the balance between protection from harm and personal dignity.
- Interest or experience in working with individuals who are difficult to engage and maintain in traditional behavioral health programs.
- Ability to work effectively with individuals displaying a wide range of unpleasant and/or bizarre behaviors.
- Subscribe to the philosophy of cooperation and continuity across programs and of consideration and respect for individuals.
- Demonstrated knowledge regarding the management of challenging behaviors.
- Valid Washington State Driver's License required including vehicle and appropriate vehicle.
- Great attendance.
- Defined knowledge and experience of counseling, rehabilitation, training, and treatment services provided to adults experiencing a crisis.
- Familiarity with Washington State regulations related to the provision of behavioral health services (RCW 71.05).
- This position requires shift work and requires the ability to work within a flexible schedule including weekends and evenings.

Salary: DOE

Utilization Management Administrative Assistant – Posting #20-036

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

Full Time Cook – Posting #20-038

Major Duties:

The Cook works under the supervision of the Kitchen 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

Part Time Cook – Crisis Wellness Center – Posting #20-037**Major Duties:**

The Cook works under the supervision of the Food Services supervisor. 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 cleanliness of the kitchen. In fulfilling these duties, the incumbent performs the following duties independently:

- Prepare and serve meals including stocking snacks;
- Deliver meals and stock supplies primarily at the Crisis Wellness Center;
- 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;
- Cross train in all kitchen environments of Lifeline Connections
- Maintain good health habits (washing hands often, etc.);
- Open and/or lock up according to outlined procedures; and
- Other duties as assigned.

Requirements:

- High school diploma or equivalent;
- 2-3 years experience in the food services industry preferred; preferably in an institutional or healthcare environment;
- Unencumbered Driver's License, with the ability to become an approved driver for the agency;
- Current Food Handlers Card;
- Good verbal and written communication skills;
- Great attendance;
- Ability to work well with others.

Salary: DOE

Mental Health Outpatient Program Director – Posting #20-036

Major Duties:

The Program Director works closely with the Chief Clinical Officer and is responsible for the provision of clinical services to clients enrolled in their assigned program. This position provides program oversight and clinical supervision for all counseling staff on their assigned unit including clinical service delivery, maintenance of patient records, contract compliance and liaison with various government and private agencies and officials. This position is a member of the Management Team. 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 treatment and co-occurring treatment and develop and implement policies and procedures to comply with said codes and regulations;
- Ensure that continuous quality improvement addresses both patient needs and compliance with WACs, RCWs, and Federal Regulations;
- Ensure that the agency treatment programs are maintained in such a way to be in substantial compliance with Division of Behavioral Health and Recovery (DBHR) and insurance organization reviews, and CARF Surveys;
- Prepares and submits statistical reports to the Chief Clinical Officer for program compliance with contract performance indicators;
- Provides clinical supervision of treatment services including case staffing, chart entries, case audits, and treatment plan reviews;
- Orientation of all new staff to their assigned unit;
- Ensure compliance with all applicable Lifeline Connections contracts;
- Prepare and present in-service training to staff in order to meet the needs of the changing trends in the program; 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 required;
- Must qualify as a Mental Health Professional (MHP) and licensed in their field;
- Five years' experience as a qualified counselor as defined in WAC 246-341, or its successor;
- Have a minimum of 2 years clinical supervisory experience;
- Ability to meet the licensing requirements of a Substance Use Dependency Professional in Washington State (SUDP) consistent with WAC 246-341 and RCW 18.205 within a period of time set at time of hire preferred;
- Previous documented experience working with an understanding of statistical methods, managing budgets, supervision of personnel and program management;
- 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

RCM Payment Application Specialist - Medical Billing - Posting #20-035

Major Duties:

The Revenue Cycle Management Payment Application position works under the supervision of the Revenue Cycle Management Supervisor. This position is responsible for the posting of insurance payments to patient account in the EHR and report to accounting. In fulfilling these duties, the incumbent performs the following duties independently:

- Possess an understanding of claims clearinghouses;
- Contact insurance companies for explanation of benefits;
- Download and process ERA vouchers, 835 edi files and check payments for multiple payers. Post via manual, 835 manual or 835 automatic means;
- Balance deposits;
- Process and track recoups for multiple payers;
- Day to day balancing of all posted receipts;
- Coordinate end of month closing with bookkeeper;
- Responsible for identifying, investigating, auditing, and resolving: credit balances, missing payments and unposted cash as it pertains to patient account follow-up under the direction of the RCM Supervisor;
- Audit payments with expected amounts and report any issues to RCM supervisor;
- Maintains strictest confidentiality; adheres to 42 CFR part 2 and all HIPAA guidelines/regulations;
- Able to problem solve issues and apply them to daily problems that occur;
- Verbal and Written communication skills (advanced);
- Documents all activities and findings in accordance with established policies and procedures; ensures the integrity of all account documentation;
- Prioritize tasks to meet multiple deadlines and productivity requirements
- Establishes and maintains professional and effective relationships with peers
- Will work as part of a Revenue Cycle Management team;
- Supports and implements agency policies and procedures;
- Performs special projects as assigned by supervisor.

Requirements:

- Possess two years' experience in medical/non-profit billing and collections;
- Requires a detailed understanding of insurance billing, Medicaid billing in Provider One, ICD-10/CPT codes, HCFA 1500, UB-04 and an understanding of insurance requirements for payment;
- Medical Billing certification or degree preferred;
- Prior experience with Qualifacts' CareLogic electronic health record preferred;
- Ability to produce accurate information and reports using Microsoft Excel;
- Ability to communicate clearly and effectively;
- Great attendance;
- Ability to work well with others;
- Must be highly organized, detail oriented, possess good analytical skills, effective verbal and written communication skills, and be able to work well under pressure.

RCM Specialist I - Medical Billing - - Posting #20-034

Major Duties:

The Revenue Cycle Management Specialist Level 1 position works under the supervision of the Revenue Cycle Management Supervisor. This position ensures acceptable reimbursement and appropriate days in accounts receivables with timely follow-up and resolution of outstanding charges owed by third party payers to account resolution to promote financial health. Responsible for claims submission, resolution of claim rejections and denials, account follow-up, and office support. In fulfilling these duties, the incumbent performs the following duties:

- Confirms and updates patients' insurance eligibility and benefits via phone or website.
- Reviews CPT/HCPC codes and adds modifiers as necessary;
- Uses claim clearinghouses for maintaining rejection and denial work lists;
- Maintaining daily account / follow-up by working aging reports 0-60 days, escalates follow up to RC-Denials level 2 if appropriate;
- Conducts follow-up process activities through phone calls, online processing, fax and written correspondence, leveraging work queues to organize work efficiently. Work also includes reviewing insurance remittance advices, researching claim rejection and denial reasons and resolving issues through well-written appeals;
- Identifies potential trends in denials/reimbursement by payer or by type, denial reason, or coding issue and reports to supervisory staff for appropriate escalation;
- Work requires proactive troubleshooting, significant attention to detail and the application of analytical/critical thinking skills to analyze denials;
- Prioritize tasks to meet multiple deadlines and productivity requirements;
- Communicate effectively with payer customer service representatives and maintain professional communication with team members and clinical staff ;
- Answers telephone calls and directs calls appropriately; refers patient problems appropriately;
- Process, and maintain, within expectation, all correspondence received from insurance companies as it pertains to correct and timely billing of claims, and receipt of payment. Escalates to appropriate higher level staff as needed;
- Assists with credit balance resolution;
- Maintains strictest confidentiality; adheres to all 42 CFR part 2 and HIPAA guidelines/regulations;
- Documents all activities and findings in accordance with established policies and procedures; ensures the integrity of all account documentation;
- Establishes and maintains professional and effective relationships with peers;
- Maintains current knowledge of internal, industry, and government regulations as applicable to assigned function;
- Works as part of the agency's revenue cycle management team;
- Supports and implements agency policies and procedures;
- Performs special projects related to data entry, reporting, and billing as assigned by supervisor.

Requirements:

- Possess one to three years' experience in medical/non-profit billing and collections.
- Requires an understanding of insurance billing, Medicaid billing in Provider One, ICD-10/CPT codes, HCFA 1500, UB-04 and an understanding of insurance requirements for payment.

- Medical Billing and Coding certifications or degrees preferred.
- Prior experience with Qualifacts' CareLogic electronic health record preferred;
- Understanding of Microsoft Excel (sorting, filtering, conditional formatting, pivot tables)
- Ability to communicate clearly and effectively
- Great attendance;
- Ability to work well with others;
- Must be highly organized, detail oriented, possess good analytical skills, effective verbal and written communication skills, and be able to work well under pressure.

Salary: DOE

Psychiatric Advanced RN Practitioner – Crisis - Posting #20-032

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 patients including participation with the individual treatment teams (ITT);
- Participate in and conduct parts of the patient-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 patients progress in the electronic health record 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 patients and integrating medication administration into patients' individual treatment plans;
- Manage pharmaceuticals and medical supplies;
- Coordinate, schedule, and administer medical assessments of patient physical health, making appropriate referrals to community physicians for further assessment and treatment, and coordinate psychiatric treatment with medical treatment;
- Provide ongoing assessment of patients' mental illness symptoms and patients' 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 patients to identify symptoms of their mental health

disorder;

- Provide direct clinical services to patients 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 patients to adapt to and cope with internal and external stresses;
- Provide individual treatment in a stage-based treatment model that is non-confrontational, considers interactions of co-occurring mental health disorders and substance use disorders, and uses a patient centered approach to establish goals;
- In coordination with the other registered nurses on the team, assist and support patients 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 health disorders and respect for patient 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

Family Therapist – Parenting Women’s Program – Posting #20-030

Major Duties:

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

- Documented skills, training, and/or education in family theory & techniques as consistent with WAC 246-341 & WAC 246-809-121;
- Conduct family assessments;
- Provide in-home and in-office family (both individual and conjoint) therapy with high risk clients and their families;
- Conduct a family education group;
- Attend and offer input at weekly case staff meetings and court;
- Apply structural/systematic model to child/adolescent behavioral problems and mental health disorders;
- 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 246-341.
- 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;
- Available on-call to ensure continuity of care for agency clients; 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;
- A valid, unencumbered Washington or Oregon driver's license is required.
- 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 chemical dependency, dual-diagnosis and family systems;
- Ability to work as part of a multidisciplinary team to help consumers 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

Housing Case Manager – Posting #20-029

Major Duties:

The Supportive Housing Specialist provides community based housing support services to individuals receiving treatment for behavioral health conditions and/or substance use disorders. In fulfilling these duties, the incumbent performs the following duties independently:

- Provide community-based housing support services to individuals to meet the identified strengths-based housing goals including the housing search, placement and retention of permanent housing.

- Establish and maintain relationships with community partners, landlords, and property management companies/owners.
- Support individuals in filling out rental applications and other necessary housing documentation.
- Assist individuals in obtaining housing financial assistance when needed, and requesting reasonable accommodations to overcome barriers to housing.
- Collaborate with housing providers and landlords around any tenant issues; seeks to resolve concerns.
- Coordinate services with program team and clinical staff to support individual's choice housing goals.
- Maintain complete and up to date documentation of all services and contacts.
- Represent the organization in a positive manner while working in the community.
- Other duties as assigned.

Requirements:

- At least one year of paid or voluntary experience working with adults in a mental health or substance use disorder treatment facility or an organization that provides housing support services required;
 - Experience providing housing support services preferred.
- A bachelor's degree in a related social service science field or more than one year experience in a related field of work preferred.
- Have an unencumbered driver's license, reliable vehicle transportation, and car insurance.

Salary: DOE

Medical Director – Posting #20-027

Major Duties:

The Medical Director works closely with the Chief Executive Officer, Chief Clinical Officer, Chief Financial Officer and Chief Quality Officer in program planning, developing policies and procedures for medical services, pharmaceutical services and overseeing the other prescribers within Lifeline Connections. In fulfilling these duties, the employee performs the following duties independently:

- Reviews Washington Administrative Codes (WACs) and Revised Codes (RCWs), CARF Standards and Federal regulation pertaining provision of all medical services at Lifeline Connections;
- Ensures that continuous quality improvement addresses both patient needs and compliance with WACs, RCWs, and Federal Regulations. The Medical Director works with the Chief Quality Officer and takes part in the evaluation of the results of the Quality Assurance and Improvement program, and directs efforts towards ongoing quality improvement and improvement of medical treatment outcomes;
- Prepares and presents in-service training to clinical staff that meets the needs of the changing trends in behavioral health medical care;
- Assists in the development and implementation of new programs;
- In conjunction with other management staff, is responsible for setting and achieving agency goals;

- Supports and implements agency policies and procedures;
- Represents the Agency in the community;
- Is available after hours to ensure that higher level oversight is available;
- Performs psychiatric evaluations;
- Initiates requests for additional testing when appropriate;
- Admits high-risk patients to treatment;
- Orders, and interprets laboratory tests;
- Prescribes and monitors psychotropic medications;
- Identify, develop, implement and evaluate treatment plans that promote, maintain and restore health;
- Refers patients to other health care services and facilities when appropriate;
- Works collaboratively with program directors and supervisors in developing services that are innovative;
- Provide psychiatric consultation as requested by other programs in the agency or by the agency as a whole;
- Participate in the development and implementation of all medical programs and services;
- Arranges and coordinates consultation with other prescribers regarding diagnosis and treatment of patients when appropriate;
- Collaborate with other medical or treatment organizations, and with pharmaceutical companies to develop specialized training programs for staff and others in the agency;
- Maintains contact with other community agencies and clinics, maintaining positive relationships and coordination of care; and
- Other duties as assigned.

Requirements:

- Medical Degree in Psychiatry;
- Current WA State DOH medical license with a specialty in psychiatry with prescriptive authority, additional addiction certifications/training preferred;
- Ability to communicate clearly both verbally and in writing;
- Great attendance; and
- Ability to work well with others.

Salary: DOE

Part Time Case Manager – Posting #20-025

Major Duties:

The Case Manager position works under the supervision of the Community Based Services Program Director. This position provides community-based mental health services to Offender Re-entry and Community Safety (ORCSP) Designees. 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.

- Maintains compliance with Lifeline Connections' ORCSP contract through the Health Care Authority.
- Completes program audits as needed to demonstrate compliance with ORCSP contract.
- Tracks and manages ORCSP budget and provides monthly summary reports.
- Coordinates with ORCSP committee fostering community relationship by providing updates, collaborating on needs, and problem-solving barriers encountered with providing best practices and patient care.
- Will support ORCSP caseload with participation in activities and goals that are strength based and meets individual's unique needs identified in their mental health individual service plan.
- Will provide community-based case management services to caseload assigned in accordance with the individual service plan and evaluation recommendations.
- Will work collaboratively with designee's chosen mental health program to support as needed and facilitate access to ORCSP resources.
- Maintain complete and up to date clinical files that document all services and contacts provided consistent with the requirements of WAC 246-341.
- Supports and implements agency policies and procedures.
- Networks within the community to identify outside agencies and services available to help meet designee's needs.
- Establishes and maintains relationships with community agencies and service providers to meet the needs of caseload.
- Represents the Agency in the community at various meetings and clinical reviews with the approval of the supervisor.

Requirements:

- Possess a bachelor's degree in mental health counseling or a related social service science.
- Washington State Department of Health credentials.
- Have at least one year of paid or voluntary experience working with adults or youth suffering from co-occurring mental illness and chemical dependency or at least three years experience working with adults in a mental health treatment facility.
- Familiarity with Washington State regulations related to the provision of mental health services (RCW 71.05)

Salary: DOE

SUDP Clinical Supervisor – Posting #20-021

Major Duties:

The Clinical Supervisor works closely with the Program Director and Chief Clinical Officer and is responsible for the provision of clinical services to clients enrolled in Lifeline services in general and in their specific unit in particular. The Clinical Supervisor provides program oversight and clinical supervision for all designated staff on their assigned unit including clinical service delivery, maintenance of client records, contract compliance, public relations, and liaison with various government and private agencies and officials and other duties assigned by the Program Director. 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 substance use dependency and mental health treatment and develops and implements policies and procedures to comply with said codes and regulations;
- Ensures that continuous quality improvement addresses both client needs and compliance with WACs, RCWs, and Federal Regulations;
- Ensures that the agency treatment programs are maintained in such a way to be in substantial compliance with applicable Division of Behavioral Health and Recovery (DBHR), Regional Support Network, and Department of Health (DOH) certification reviews and reporting;
- Prepares and submits statistical reports to the Program Director and Chief Clinical Officer for program compliance with contract performance indicators;
- Provides clinical supervision of treatment services including case staffing, chart entries, case audits, and treatment plan reviews;
- Orientation of all new staff to their assigned unit;
- Ensure compliance with all applicable Lifeline Connections policies and contracts;
- Prepares and presents in-service training to clinical staff that meets the needs of the changing trends in substance use dependency treatment;
- Available to represent Lifeline at various county meetings such as the Substance Abuse Advisory Committee (SAAB) and the Mental Health Advisory Committee;
- Other duties as assigned.

Requirements:

- Possess a minimum of an Associates (Bachelors preferred) degree in social work, psychology, rehabilitation counseling, business management, or related field with experience in the field of rehabilitation and professional counseling;
- Knowledge of substance abuse treatment and mental health required;
- Progressive sequence of supervisory experience in a state approved substance use dependency treatment program or mental health setting;
- Ability to meet the licensing requirements of a Substance Use Dependency Professional in Washington State (SUDP) in a reasonable amount of time, as determined at time of hire;
- Ability to communicate clearly both verbally and in writing;
- Great attendance;
- Ability to work well with others.

Salary: DOE

Nursing Supervisor – Posting #20-022

Major Duties:

The Sobering Unit Supervisor works closely with the Program Director and is responsible for the provision of Sobering Unit services to clients enrolled in Lifeline Connections Sobering Unit. S/he provides program oversight and supervision for all nursing staff including medical service delivery, maintenance of client records, contract compliance, public relations, and liaison with various government and private agencies and officials. In fulfilling these duties, the incumbent performs the following duties independently:

- Supervise LPN's, MA/CNA's and provide backup when needed.
- Coordinate medical services with program managers and other necessary personnel;

- Aid in development of new programs;
- Develop and assist with the development of medical policies and procedures;
- Ensure the maintenance of records and reports concerning all medical care delivered in house;
- Direct supervision, orientation, training and retention of medical service personnel;
- Complete rounds of the facility daily to ensure compliance with all policies, procedures and regulations;
- Triage of all medical complaints prior to request of outside service and prioritize physician's client contact;
- Ensure necessary equipment, supplies, and staffing is available for the delivery of all prescribed medical care;
- Other duties as assigned.

Requirements:

- Associates Degree in Nursing preferred;
- Current WA state LPN license required;
- Minimum 1 year supervisory experience required;
- Must be able to dispense medication;
- Ability to demonstrate excellent management skills;
- Must be able to adapt to a flexible fast paced work environment;
- Have the ability to relate positively, communicate effectively and appropriately with residents, families, community members and other facility staff;
- Possess special interest in and a positive attitude about working with drug and alcohol treatment, detoxification, residential, sobering services, and out-patient services;
- Ability to communicate clearly both verbally and in writing;
- Great attendance;
- Ability to work well with others;
- Meets all requirements as required by law for this position.

Salary: DOE

Part Time Male Urinalysis Technician – Posting #20-019

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

Peer Support Specialist – MAT – Posting #20-018

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 – Posting #20-017

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 246-341;
- 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 246-341;
- 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.

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 246-341
- 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 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 + Sign on bonus!

*Full time and part time positions at our Vancouver, Orchards, and Camas locations!

Residential Aide Supervisor – Men’s Residential - Posting #20-016

Major Duties:

The Residential Aide Supervisor works closely with the Program Director and is responsible for the provision of non-clinical services to clients enrolled in residential services. The employee provides oversight and supervision for all Residential Aides and the services they provide in maintaining a therapeutic milieu. In fulfilling these duties, the incumbent performs the following duties independently:

- Scheduling and supervision of all Residential Aides;
- Coordination, ordering and inventorying supplies for all residential services;
- Assisting Transportation Specialist with organizing transportation;
- Ensuring full communication between the clinical staff team members and the milieu staff team members;
- Ensures that continuous quality improvement addresses both patient needs and compliance with WACs, RCWs, and Federal Regulations;
- Ensures that the agency treatment programs are maintained in such a way to be in substantial compliance with Division of Behavioral Health and Recovery (DBHR) and Department of Health (DOH) certification reviews;
- Prepares and submits statistical reports to the Program Manager and Clinical Director for program compliance with contract performance indicators;
- Monitor all safety concerns in the residential units and reporting them immediately;
- Orientation of all new Residential Aides to their assigned unit;
- Ensure compliance with all applicable Lifeline Connections contracts; and
- Prepares and presents in-service training to Residential Aides that meets the needs of the changing trends in the milieu.
- Other duties as assigned

Requirements:

- High School diploma or equivalent;
- College coursework in substance use dependency preferred;

- Experience and training in the delivery of services to alcohol and other drug effected individuals and their families;
- Demonstrated experience providing supervision and/or mentoring to subordinate staff or co-workers required;
- Current unencumbered driver license and proof of current car insurance required for Professional Services Unit staff members
- Demonstrated experience at providing a safe and supportive environment for individuals early in recovery from alcohol and other drugs.
- CPR/1st Aid certification required;
- Ability to communicate clearly both verbally and in writing;
- Great attendance; and
- Ability to work well with others.

Salary: DOE

Crisis SUDP/T - Posting #20-014

Major Duties:

The Substance Use Dependency Professional position works under the supervision of the Program Director. This position provides counseling and case management for individuals at the Crisis Stabilization and Triage Center. The Substance Use Dependency Professional will be responsible for providing specialized crisis intervention and short-term intervention services to adults and older adults experiencing co-occurring acute behavioral health crisis, with the goal of crisis stabilization within the least restrictive setting. In fulfilling these duties, the incumbent performs the following duties independently:

- Provides a welcoming environment for new participants.
- Provides basic recovery support services and documents services provided using recovery focused language.
- Evaluates individuals for substance use disorders and recommends appropriate services, when appropriate.
- Conducts alcohol/drug assessments pursuant to WAC 246-341;
- Assesses the psycho social functioning of assigned clients and develops individualized treatment plans;
- Will work with individuals to meet the goals on the individual services plan identified activities and goals that are recovery and strength based and meets their unique needs.
- Acts as an advocate for the needs and rights of every person.
- Will work as part of a treatment team.
- Will provide referrals and resources to individuals and support systems to participants at the Crisis Stabilization and Triage Center.
- Conducts groups, as designated by the program's schedule.
- Provides motivational counseling as needed to support participant on recovery-based goals.
- Assists in completing admission to the Center including:
 - h. Orientation to the program, including an introduction to staff, tour of the facility, individual rights and grievances, program schedule, and community agreements.
 - i. Assisting participants with shower and clean up using proper infection control procedures.

- j. Reviewing and storing personal property.
- Partners with each participant to maintain a recovery environment by performing tasks including, but not limited to:
 - k. Room Checks.
 - l. Removes any hazardous objects and records findings as designated.
 - m. Helps participants manage any risky behavior and completes required documentation.
 - n. Implements contraband policy.
- Works with participants and treatment team to complete Discharge Planning to ensure community resources and family supports are involved, as requested by the participant.
- Maintain complete and up to date clinical files that document all services and contacts provided consistent with the requirements of WAC 246-341.
- Assures incident reports are initiated and completed according to agency policy
- Supports and implements agency policies and procedures.
- Ability to maintain a positive, solution-focused demeanor when responding to conflicts or problems
- Networks within the community to identify outside agencies and services available to help individuals meet their needs.
- Establishes and maintains relationships with community agencies and service providers to meet the needs of individuals.
- Participate in verbal de-escalation and interventions in emergent situations and be willing to assist other team members as needed to maintain a safe and secure environment.
- Other duties as assigned.

Requirements:

- Bachelor's degree in substance use dependency, human sciences or related field or equivalent work experience required;
- Washington State Department of Health Agency Affiliate AND SUDP or SUDP-t.
- Current CPR and First Aid and Food Handlers permit, or ability to obtain one within 90 days.
- 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 focused on a person-centered recovery approach;
- 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 co-occurring acute behavioral health crisis;
- Knowledge of the various theories, forms, stages, and manifestations of substance use disorders, awareness of socio-cultural barriers to change, and an in-depth knowledge of alternative coping mechanisms to replace the use of maladaptive coping;
- An in-depth understanding of the theory and practice of individual and group treatment to facilitate client self-examination, expression of feelings, insight development, problem solving, and motivation to support recovery;
- Be willing to seek to understand each individual's unique circumstances and personal preferences and goals and incorporate them into the crisis response to help individuals regain a sense of control.

- Have a strong understanding of recovery and resilience, the value of partnerships and individual choice, and the balance between protection from harm and personal dignity.
- Interest or experience in working with individuals who are difficult to engage and maintain in traditional behavioral health programs.
- Ability to work effectively with individuals displaying a wide range of unpleasant and/or bizarre behaviors.
- Subscribe to the philosophy of cooperation and continuity across programs and of consideration and respect for individuals.
- Demonstrated knowledge regarding the management of challenging behaviors.
- Valid Washington State Driver's License required including vehicle and appropriate vehicle.
- Great attendance.
- Defined knowledge and experience of counseling, rehabilitation, training, and treatment services provided to adults experiencing a crisis.
- Familiarity with Washington State regulations related to the provision of behavioral health services (RCW 71.05).
- This position requires shift work and requires the ability to work within a flexible schedule including weekends and evenings.

Salary: DOE

Crisis Registered Nurse – Posting #20-013

Major Duties:

The Crisis RN works under the supervision of the RN Supervisor and the Program Director. This position provides health assessments to determine admission appropriateness of each participant seeking services at the Crisis Stabilization and Triage Center. The Crisis RN also coordinates primary care within the community, provides management and administration of medication in conjunction with the prescriber, and provides specialized crisis intervention and short-term intervention services to adults and older adults experiencing an acute behavioral health crisis, with the goal of crisis stabilization within the least restrictive setting. In fulfilling these duties, the incumbent performs the following duties independently:

- Participate in initial and ongoing psychosocial assessment of the goals and needs of participants.
- Assist in development and implementation of a multidisciplinary service plan in collaboration with the participant, team, and others at the participant's request.
- Under the direction of the RN supervisor and prescriber, develop, revise, maintain, and supervise team psychopharmacologic and medical treatment including administering, evaluating, and recording psychotropic medications prescribed by the prescriber.
- 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 participants regarding medications.
- Provide behavioral health care with respect for individual confidentiality, safety and self-determination.
- 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.
- Ensure own professional development and maintain licensure and/or certification requirements.
- 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.
- Be willing to seek to understand each individual’s unique circumstances and personal preferences and goals and incorporate them into the crisis response to help individuals regain a sense of control.
- Understand and support the Living Room Model of service delivery-specifically that MHPs and RNs are not the primary support in the CSC.
- Have a strong understanding of recovery and resilience, the value of partnerships and individual choice, and the balance between protection from harm and personal dignity.
- Interest or experience in working with individuals who are difficult to engage and maintain in traditional behavioral health programs.
- Subscribe to the philosophy of cooperation and continuity across programs and of consideration and respect for individuals.
- Ability to work effectively with individuals displaying a wide range of unpleasant and/or bizarre behaviors.
- Demonstrated knowledge regarding the management of challenging behaviors.
- 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 individual rights.
- Good verbal and written communication skills.
- Great attendance.
- Ability to work well with others.
- This position requires shift work and requires the ability to work within a flexible schedule including weekends and evenings.

Salary: DOE

Crisis Peer Support Specialist – Posting #20-011

Major Duties:

The Crisis Peer Specialist works under the supervision of the Peer Supervisor and Program Director. This position provides recovery focused services to participants of the Crisis Stabilization and Triage Center utilizing the WRAP fidelity with the goal of crisis stabilization within the least restrictive setting. In fulfilling these duties, the incumbent performs the following duties independently:

- Provide peer support, drawing on common experiences as a peer, to validate individual experiences and to provide guidance and encouragement to participants to take responsibility and actively participate in their own recovery.
- Serve as a mentor to individuals to promote hope and empowerment.
- Partners with each participant to provide information about service options and the process of care.
- Obtains details and educates on advance directives to partner with the participant and to design and plan care.
- Completes a WRAP with participant and educates team
- Assists in completing admission to the Center including:
 - a. Orientation to the program, including an introduction to staff, tour of the facility, individual rights and grievances, program schedule, and community agreements.
 - b. Assisting participants with shower and clean up using proper infection control procedures.
 - c. Reviewing and storing personal property.
- Partners with each participant to maintain a recovery environment by performing tasks including, but not limited to:
 - d. Room Checks.
 - e. Removes any hazardous objects and records findings as designated.
 - f. Helps participants manage any risky behavior and completes required documentation.
 - g. Implements contraband policy.
- Act as an interpreter to help team members better understand and empathize with each individual's unique and subjective experience and perceptions.
- Provide expertise and consultation from a behavioral health consumer perspective to the entire team concerning participant's experiences on symptoms of mental illness, the effects and side-effects of medications, responses to and opinions of treatment, and experiences of recovery.
- Collaborate with the team to promote a team culture in which each person's point of view, experiences, and preferences are recognized, understood, and respected, and in which self-determination and decision-making in treatment planning are maximized and supported.
- Help participants and other team members identify, understand, and combat stigma and discrimination associated with behavioral health and develop strategies to reduce self-stigma and stigma within the team.
- Collaborate with the team to ensure the protection of individual's rights in order to help individuals improve their knowledge of rights and grievance procedures.
- Increase awareness of, and support, individual 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.
- Participate in verbal de-escalation and interventions in emergent situations and be willing to assist other team members as needed to maintain a safe and secure environment.

Requirements:

- Personal experience with mental illness as a consumer of mental health treatment services.
- High school diploma or equivalent required; College degree in a social science preferred.
- Possess certification as a Certified Peer Specialist consistent with WAC 246-341.
- Current Washington State Department of Health agency affiliate counselor or ability to obtain credentials within 60 days required.
- Experience with WRAP preferred, training will be required and provided.
- Be willing to seek to understand each individual's unique circumstances and personal preferences and goals and incorporate them into the crisis response to help participants regain a sense of control.
- Have a strong understanding of recovery and resilience, the value of partnerships and individual choice, and the balance between protection from harm and personal dignity.
- Interest or experience in working with individuals who are difficult to engage and maintain in traditional behavioral health programs.
- Ability to work effectively with individuals displaying a wide range of unpleasant and/or bizarre behaviors.
- Subscribe to the philosophy of cooperation and continuity across programs and of consideration and respect for individuals.
- Current unencumbered driver license and proof of current car insurance required.
- Good verbal and written communication skills.
- Great attendance.
- This position requires shift work and requires the ability to work within a flexible schedule including weekends and evenings.
- Ability to work well with others.
- Other duties, as assigned.

Salary: DOE

Crisis Mental Health Professional – Posting #20-010

Major Duties:

The Crisis MHP works under the supervision of the Program Director. This position provides behavioral health services to individuals at the Crisis Stabilization and Triage Center. The Crisis MHP will be responsible for providing specialized crisis intervention and short-term intervention services to adults and older adults experiencing an acute behavioral health crisis, with the goal of crisis stabilization within the least restrictive setting. 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 behavioral health treatment to ensure compliance with these regulations in all therapeutic services.
- Provides a welcoming environment for new participants.
- Provides basic recovery support services and documents services provided using recovery focused language.
- Ensures completion of designated mental health assessment for all participants
- Determines a provisional diagnosis, obtains documentation of medical necessity, and submits authorizations for service.

- Complete reauthorizations, as needed.
- Develops an individualized service plan and recovery solution in partnership with participant and peer specialist.
- Acts as an advocate for the needs and rights of every person.
- Will work as part of a treatment team.
- Conducts groups, as designated by the program's schedule.
- Assists in completing admission to the Center including:
 - a. Orientation to the program, including an introduction to staff, tour of the facility, individual rights and grievances, program schedule, and community agreements.
 - b. Assisting participants with shower and clean up using proper infection control procedures.
 - c. Reviewing and storing personal property.
- Partners with each participant to maintain a recovery environment by performing tasks including, but not limited to:
 - d. Room Checks.
 - e. Removes any hazardous objects and records findings as designated.
 - f. Helps participants manage any risky behavior and completes required documentation.
 - g. Implements contraband policy.
- Maintain complete and up to date clinical files that document all services and contacts provided consistent with the requirements of WAC 246-341.
- Assures incident reports are initiated and completed according to agency policy.
- Supports and implements agency policies and procedures.
- Ability to maintain a positive, solution-focused demeanor when responding to conflicts or problems.
- Participate in verbal de-escalation and interventions in emergent situations and be willing to assist other team members as needed to maintain a safe and secure environment.
- Networks within the community to identify outside agencies and services available to help individuals meet their needs.
- Support and implement agency policies and procedures.
- 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.
- Meet the requirements of a mental health professional as defined in WAC 246-341.
- Current CPR and First Aid and Food Handlers permit, or ability to obtain one within 90 days.
- Be willing to seek to understand each individual's unique circumstances and personal preferences and goals and incorporate them into the crisis response to help individuals regain a sense of control.
- Understand and support the Living Room Model of service delivery-specifically that MHPs are not the primary support in the CSC.
- Have a strong understanding of recovery and resilience, the value of partnerships and individual choice, and the balance between protection from harm and personal dignity.
- Interest or experience in working with individuals who are difficult to engage and maintain in traditional behavioral health programs.

- Subscribe to the philosophy of cooperation and continuity across programs and of consideration and respect for individuals.
- Ability to work effectively with individuals displaying a wide range of unpleasant and/or bizarre behaviors.
- Demonstrated knowledge regarding the management of challenging behaviors.
- Valid Washington State Driver's License required including vehicle and appropriate vehicle.
- Great attendance.
- Familiarity with Washington State regulations related to the provision of behavioral health services (RCW 71.05).
- This position requires shift work and requires the ability to work within a flexible schedule including weekends and evenings.

Salary: DOE

Crisis LPN – Posting #20-009

Major Duties:

The Crisis LPN works under the supervision of the Program Director and RN Supervisor. This position provides health assessments to determine admission appropriateness of each participant seeking services at the Crisis Stabilization and Triage Center. The Crisis LPN also coordinates primary care within the community, provides management and administration of medication in conjunction with the prescriber, and provides specialized crisis intervention and short-term intervention services to adults and older adults experiencing an acute behavioral health crisis, with the goal of crisis stabilization within the least restrictive setting. In fulfilling these duties, the incumbent performs the following duties independently:

- Participate in initial and ongoing psychosocial assessment of the goals and needs of participants.
- Assist in development and implementation of a multidisciplinary service plan in collaboration with the participant, team, and others at the participant's request.
- Under the direction of the RN supervisor and prescriber, develop, revise, maintain, and monitor team psychopharmacologic and medical treatment including administering, monitoring, and recording psychotropic medications prescribed by the prescriber.
- Monitor 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.
- Triage medical complaints with RN supervisor and/or prescriber.
- Educate participants regarding medications.
- Provide behavioral health care with respect for individual confidentiality, safety and self-determination.
- 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.

- Ensure own professional development and maintain licensure and/or certification requirements.
- Other duties as assigned.

Requirements:

- Associates degree in nursing required. (High school diploma or equivalent required);
- Current WA state LPN license required;
- 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.
- Be willing to seek to understand each individual's unique circumstances and personal preferences and goals and incorporate them into the crisis response to help individuals regain a sense of control.
- Understand and support the Living Room Model of service delivery-specifically that MHPs, LPNs, and RNs are not the primary support in the CSC.
- Have a strong understanding of recovery and resilience, the value of partnerships and individual choice, and the balance between protection from harm and personal dignity.
- Interest or experience in working with individuals who are difficult to engage and maintain in traditional behavioral health programs.
- Subscribe to the philosophy of cooperation and continuity across programs and of consideration and respect for individuals.
- Ability to work effectively with individuals displaying a wide range of unpleasant and/or bizarre behaviors.
- Demonstrated knowledge regarding the management of challenging behaviors.
- 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 individual rights.
- Good verbal and written communication skills.
- Great attendance.
- Ability to work well with others.
- This position requires shift work and requires the ability to work within a flexible schedule including weekends and evenings.

Salary: DOE

Administrative Assistant – MAT - Posting #19-129

Major Duties:

The Administrative Assistant position works under the supervision of the Department Supervisor. 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;
- Preferred primary care and scheduling experience;
- 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

Family Therapist – Posting #19-116

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;
- 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

Admissions Specialist – Posting #19-108

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

Health Home Care Coordinator – Posting #19-102

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

Chemical Dependency Professional- Posting #19-095

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 246-341, 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

Youth Substance Use Dependency Professional – School Based - #19-092

Major Duties:

The Youth SUDP (T) provides identification, assessment, counseling and case management services for District Students in a school-based setting. The Youth SUDP (T) supports daily management of treatment activities, in providing these services; the incumbent performs the following duties independently:

- Collaborates with the school staff and administration as well as Lifeline supervisory staff and Program Director and other staff members, as part of cohesive treatment team in an educational environment that motivates students and families to focus on problematic behaviors, and teaches clients more productive coping strategies;

- Assesses the psychosocial functioning of identified students 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 students and their families, while collaborating with school district administrative, counseling and educational staff;
- Provides motivational counseling to collaterals to encourage participation in family support programs;
- Teaches specialized treatment concepts to student groups according to agency treatment schedule;
- Trains school staff, trainees, and students in didactic presentations;
- Provides complete and accurate written and oral formats regarding the course of treatment to families, school district, 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 246-341, or its successor;
- Assumes responsibility for unit management in the absence of supervisory staff;
- Other duties as assigned.

Requirements:

- Must possess a valid Washington State Department of Health SUDP credential (SUDP preferred, minimum of SUDPT required) at time of hire;
- Current enrollment in a Master's level program or possession of a Master's degree in a social service field preferred;
- Knowledgeable in a wide variety of therapeutic approaches and ability to set and maintain therapeutic limits;
- Capable of functioning autonomously while maintaining continuous communication with other staff members;
- Knowledge of the stages of human personality development including cultural, social, and psychological factors affecting individuals and families involved with chemical use;
- Knowledge of the various theories, forms, stages, and manifestations of addictive behavior, awareness of socio-cultural barriers to change, and an in-depth knowledge of alternative coping mechanisms to replace the use of chemicals;
- An in-depth understanding of the theory and practice of individual and group treatment to facilitate client self-examination, expression of feelings, insight development, problem solving, and motivation to develop a chemically free lifestyle;

- Ability to instruct other Substance Use Dependency Professional trainees in treatment planning, clinical teamwork, clinical record keeping, and counseling skills, in accordance with agency and DBHR established procedures;
- Must be able to effectively use Microsoft Office Suite;
- Excellent attendance and a self-starter;
- Ability to communicate clearly verbally and written;
- Works well with others.

Salary: DOE

Sobering Aide – Posting #20-005

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 #20-004

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 #20-003

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 #20-002

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 #20-001

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.

Open Positions: Northwest Regions

Aberdeen, South Bend & Centralia

Regional Program Director – Grays Harbor and Pacific Counties – Posting #20-020

Major Duties:

The Program Director works closely with the Chief Clinical Officer, Chief Financial Officer and the Chief Executive Officer and is responsible for the provision of clinical services to patients enrolled in their assigned unit. This position provides program oversight and clinical supervision for all counseling staff on their assigned unit including clinical service delivery, maintenance of patient records, contract compliance, public relations, and liaison with various government and private agencies and officials. This position is a member of the Management Team. 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 substance use disorder and mental health treatment and develop and implement policies and procedures to comply with said codes and regulations;
- Ensure that continuous quality improvement addresses both patient needs and compliance with WACs, RCWs, and Federal Regulations;
- Ensure that the agency treatment programs are maintained in such a way to be in substantial compliance with Division of Behavioral Health and Recovery (DBHR) and Commission on Accreditation of Rehabilitation Facilities (CARF) ;
- Prepares and submits statistical reports to the Chief Clinical Officer for program compliance with contract performance indicators;
- Provides clinical supervision of treatment services including case staffing, chart entries, case audits, and treatment plan reviews;
- Orientation of all new staff to their assigned unit;
- Ensure compliance with all applicable Lifeline Connections contracts;
- Prepare and present in-service training to staff in order to meet the needs of the changing trends in substance use disorder and mental health treatment;
- In conjunction with the Chief Financial Officer, ensure that assigned units are financially stable;
- Provide direct services to patients as needed; and
- Other duties as assigned.

Requirements:

- A masters' degree or further advanced degree in psychology, social work, counseling or related field from an accredited college or university required;
- Licensed as a mental health counselor, licensed marriage and family therapist, or licensed clinical social worker required;
- 3 years supervisory experience in a state approved chemical dependency treatment program preferred;
- Ability to meet the licensing requirements of a Chemical Dependency Professional in Washington State (CDP) consistent with WAC 388-877 and RCW 18.205 at hire preferred;
- Previous documented experience working with an understanding of statistical methods, managing budgets, supervision of personnel and program management;
- Current unencumbered driver license and proof of current car insurance may be required;
- Current CPR/1st Aid certification required for staff members;

- Good verbal and written communication skills;
- Great attendance; and
- Ability to work well with others.

Salary: DOE

Mental Health Professional – Aberdeen - Posting #20-024

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

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

Open Positions: North Regions

Bellingham & Mt. Vernon

Part time ARNP – Bellingham – Posting #20-033

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:

- level 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 of confidentiality with any and all information acquired;

Salary: DOE

*Part time between 4 to 6 hours a week

Peer Support Specialist – Mt. Vernon – Posting #19-128

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 - Bellingham - Posting #19-103

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

Mental Health Professional – Mt. Vernon - Posting #19-089

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 master's 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

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
