
**Job Title:** Substance Use Disorder Professional Trainee (SUDPT)
**Department:** Behavioral Health
**Reports To:** Program Manager
**FLSA Status:** Non-Exempt

**POSITION SUMMARY**

This position provides a variety of services for the Substance Abuse program regular outpatient treatment and prevention for Youth under the direction and supervision of a Certified SUDP who meets the requirements of WAC 388-805.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide outpatient evaluations, assessments and counseling to individuals, groups and families.
- Prepare concise, complete and timely client records, according to state and agency requirements, and to ensure quality care to clients.
- Consult and collaborate with other professionals/agencies on client evaluations, treatment plans and follow-ups in order to ensure continuum of care and treatment.
- Complete other reports and letters pertinent to direct services with clients in order to comply with requests for reports from other agencies and professionals in the community.
- Maintain active contact with County/City probation departments and other legal resources to monitor the progress of involuntary clients, as needed.
- Provide or assist in providing community outreach, as determined by contracts.
- Work in conjunction with other resources, specifically agency Mental Health, Prevention and Domestic Violence staff, to facilitate appropriate interdisciplinary treatment.
- Help formulate program goals and objectives in conjunction with Substance Abuse Group Leader.
- Consult with supervisor regularly to coordinate work activity.
- Transport youth to daily treatment, social, recreational, cultural and educational opportunities.
- Provide written program reports as assigned.
- Attend weekly program meetings.
- Fulfill other duties as may be assigned to meet the agency's operational needs.
QUALIFICATIONS:

- BA preferred or AA with 2+ years’ experience in Chemical Dependency.
- Proficient in speaking, reading and writing both English and Spanish.
- Experience in the chemical dependency field strongly desired.
- Current Substance Abuse Disorder Trainee (SUDT) License.
- Skilled in understanding Hispanic/Latino cultural issues and sensitivity in relating to cross-cultural, social, economic and physical disability issues.
- Experience working multiple systems serving children.
- Experience in assessments, case management, advocacy and referrals working with hard-to-serve, low-income, youths of color who are at risk of or have already dropped out of school.
- Valid WA State Driver’s license and reliable transportation; current proof of automobile insurance.
- Demonstrated proficiency with Microsoft Office products.
- Affirmation of no alcohol or other drug misuse for a period of two years.
- Effective communication skills that allow for working with a variety of staff and clients.
- Lifting requirements up to 15 lbs.

LANGUAGE SKILLS:

Ability to read and comprehend instructions, short correspondence, memos, business correspondence and all other integrated behavioral health related documents. Ability to write clear, concise and accurate correspondence. Capable of establishing positive interpersonal relationships with a broad range of people. Effective oral and written communication skills.

OTHER SKILLS REQUIRED:

Ability to operate computer, printer, copy and fax machines, calculator, and other office equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by staff member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to sit, stand, move up and down stairways, talk and hear, drive to and from community appointments. The employee must regularly lift and/or move up to ten pounds and occasionally lift and/or move up to twenty pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.
MENTAL DEMANDS:

Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization may or may not exist. Ability to reason effectively and interpret a variety of instructions furnished in written, oral or diagram form.

This position requires the individual to work with minimal supervision. Guidance is available as necessary, however, the individual is expected to be able to function autonomously and make individual decisions when appropriate. Position does require ability to interact with a variety of individuals and the ability to meet deadlines and time pressure based on the volume of work.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise and/or level of distractions in the work environment are usually moderate.

I have read the job description and understand all of the duties and responsibilities of the position. I have also received a copy of the job description for my personal reference.