

PUYALLUP TRIBAL HEALTH AUTHORITY
JOB ANNOUNCEMENT

JOB TITLE:	Counselor III – Intake Specialist	REPORTS TO:	Kwawachee Program Director
TEAM:	Behavioral Sciences	DEPT:	Kwawachee Counseling Center
FLSA STATUS:	Exempt	GRADE:	7
OPEN DATE:	October 29, 2008	CLOSE DATE:	November 12, 2008

GENERAL FUNCTION: Provide assessments, group, family, and individual counseling, crisis response, and treatment for clients and their family members.

ESSENTIAL JOB FUNCTIONS:

- Perform comprehensive intake evaluations of patients' mental, emotional, physical, and spiritual needs.
- Complete psychosocial histories including substance use history.
- Develop and conduct individualized treatment plans.
- Counseling patients primarily in the office with some community outreach, as needed.
- Willingness to document client contacts electronically.
- Demonstrates a thorough working knowledge of the DSM-IV mental and substance use diagnoses.
- Provides ongoing direct billable services to children and adult clients.
- Establish and maintain patient case files ensuring current quality standards as required by WAC, CARF, IHS, county and other contracts.
- Develop and conduct focused group sessions and community-based prevention presentations.
- Coordinate with other PTHA staff in providing multi-disciplinary approach to treatment.
- Assist in training and educating staff and community.
- Other duties as assigned.

MINIMUM REQUIREMENTS (EDUCATION AND EXPERIENCE): Masters Degree in Human Services related field, Chemical Dependency (CD) training and/or experience, plus two (2) years experience in the behavioral health field. Work experience with Native American preferred. Current Washington state license as a Mental Health Counselor or Marriage & Family Therapist required (Counselor Registration does not qualify) Current certificates required in First Aid and CPR.

KNOWLEDGE, SKILLS, AND ABILITIES: Demonstrates cultural competencies, customs and traditions in working with the Native population. Knowledge of the principles and practices of clinical psychology and counseling techniques. Knowledge of current social and health problems related to psychological disorders.

Knowledge of community resources and referral agencies. Knowledge of group dynamics. Able to evaluate, diagnose, and treat patients. Good organization and time management skills. Current, valid Washington state driver's license.

AGE SPECIFIC RESPONSIBILITIES: Must be able to demonstrate knowledge, skill, and ability necessary to provide care to specific age groups served in his/her assigned area.

INFECTION CONTROL RESPONSIBILITIES: Follow facility policies and attend in-services as appropriate.

SAFETY RESPONSIBILITIES: Follow facility policies and attend in-services as appropriate.

ROLES IN THE HAZARDOUS MATERIAL PROGRAM: Follow facility policies and attend in-services as appropriate.

ACTIVITIES UNIQUE TO THE WORK SETTING OF THIS POSITION: Work is performed on a Native American Indian reservation in an urban environment.

SUPERVISORY RESPONSIBILITIES: None.

MACHINES, TOOLS, EQUIPMENT, AND/OR OFFICE MACHINERY UTILIZED: Routine office equipment including computer.

WORKING CONDITIONS: Work is primarily performed indoors in an office setting.

PHYSICAL REQUIREMENTS: Must be fully mobile throughout the PTHA campus and surrounding community. Ability to lift 20 pounds. Extended periods of sitting.

TO APPLY: A PTHA employment application is required (resume optional). Please submit completed applications to the Human Resource Department prior to the closing date. Indian preference by law. Phone (253)593-0232 ext 516. Fax (253)593-3479. email: hr@eptha.com, website, www.eptha.com

PTHA-Human Resource Department
Kwawachee Counseling Center, bldg #4, 1st Floor
2209 E 32nd St
Tacoma, WA 98404

Because of the large number of applications that may be received, not everyone who applies for a vacant position will necessarily be interviewed, only those interviewed will receive notification when the position is filled or closed.

**THE PTHA IS A ALCOHOL/DRUG FREE WORKPLACE
SMOKE-FREE ENVIRONMENT**