

SNOHOMISH COUNTY JOB DESCRIPTION

CHEMICAL DEPENDENCY SPECIALIST

Spec No. 2200

BASIC FUNCTION

To act as liaison with Department of Social and Health Services (DSHS) offices within Snohomish County and other social service providers to remove barriers to treatment and to assist substance abusing individuals in accessing necessary services.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Conducts screening activities for DSHS clientele who are suspected of misusing alcohol and other drugs.
2. Provides consultation to DSHS staff on cases where alcohol and other drug misuse is suspected; coordinate with contracted agencies to ensure that referred clientele are appropriately funded.
3. Offers basic information and training about alcohol and other drug addictions, treatment and the assessment referral process to DSHS staff at their staff meetings, new employee orientations and on an individual basis as requested.
4. Motivates DSHS clientele suspected of misusing alcohol and other drugs to be assessed and based on the outcome of the assessment, facilitate access to a necessary treatment.
5. Provides outreach services to DSHS clientele who are referred for a chemical dependency assessment but fail to schedule an assessment or appear for a scheduled assessment; assist in transitioning clients from inpatient to outpatient treatment.
6. Provides follow-up support services to DSHS clientele who have been assessed as needing chemical dependency treatment but who fail to follow through with treatment referral.
7. Provides education to County funded chemical dependency treatment agencies about the purpose of DSHS programs, DSHS policies and procedures and reporting needs.
8. Utilizes the Alcohol and Other Drugs database to manage data and other statistical information for submission in court or other fair hearings.
9. Collaborates with low-income housing providers in researching and maintaining housing for clientele.
10. Problem solves any issues that may arise between DSHS staff and County funded chemical dependency treatment agencies.
11. Maintains statistical information related to clientele served.

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WHEN ASSIGNED TO RECOVERY SUPPORT

12. Conducts screening activities and determine program eligibility for clientele referred from identified entities, including but not limited to, detox, Child Protective Services, shelters, and low-income health clinics, who are suspected of misusing alcohol and other drugs.
13. Develops, and update as needed, recovery plans with eligible clients that address chemical dependency issues, as well as other social service needs that are negatively impacting the client's life.
14. Assists clients in accessing the services identified in recovery plans.
15. Obtains voucher authorizations for each client through the identified process.
16. Tracks the fiscal expenditure for each client served.

STATEMENT OF OTHER JOB DUTIES

17. Performs related duties as required.

MINIMUM QUALIFICATIONS

A bachelor's degree in psychology, sociology, social work, social welfare, counseling and guidance or closely related field; PLUS two (2) years of experience in chemical dependency counseling; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Certification as a chemical dependency counselor is desirable. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the Snohomish County chemical dependency service, network
- WAC, RCW, and HIPPA requirements related to substance abuse treatment
- DSM IV diagnostic criteria and ASAM Patient Placement criteria
- social service providers in Snohomish County
- DSHS operations
- counseling and treatment techniques and methods
- available community resources
- computer operation

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KNOWLEDGE AND ABILITIES (Continued)

- case management techniques

Ability to:

- establish and maintain rapport with DSHS staff, clientele and community treatment providers
- communicate effectively with people regardless of age, sex, social, economic or cultural background
- follow oral and written instructions
- express ideas and recommendations clearly and effectively both orally and in writing
- gather and analyze pertinent data
- exercise initiative and judgment and make decisions within the scope of assigned authority
- read, interpret and apply work related laws, rules and other regulations
- maintain detailed records and prepare clear, concise written reports

SUPERVISION

Employees report to an administrative superior as assigned. Work is performed with considerable independence and is reviewed for quality, adequacy of professional judgment and compliance with established goals and policies through conferences, reports and appraisal of results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment, at local DSHS offices within Snohomish County, and at other health or rehabilitation locations. This position typically deals with clientele in controlled settings who are addicted to alcohol or other drugs.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: March 1999
Revised: October 2004, October 2007
EEO Category: 2 - Professionals
Pay Grade: 237 - Classified Pay Plan
Workers Comp: 5306 Non-Hazardous