



## Native American Rehabilitation Association of the Northwest

*Mission Driven, Spirit Led*

### Job Announcements

#### **Clinic Receptionist**

This position's primary responsibility is to provide administrative support to the Clinic's staff. Duties include but are not limited to greeting and directing patients; answering multi-line phone system, scheduling appointments; providing word processing and data entry support; collecting fees and co-pays; and performing daily cash reconciliation.

Must have high school diploma or GED. Requires post high school education in word processing and two years experience performing the above duties; or high school graduate with four year's experience in performing above duties. Must have working knowledge and intermediate skill level with Microsoft Office Suite. General knowledge and understanding of various medical insurances a plus.

#### **Custodian**

The Custodian's primary responsibility is the maintenance within NARA's Residential Treatment facility. Responsibilities include but are not limited to cleaning and sanitizing restrooms; emptying trash containers; assist with room setup; use and maintain assigned power equipment/hand tools; secure building facilities; assist in semi-annual inventory report; responding to emergency calls at site; and perform exterior cleaning and related activities as needed according to established practices and procedures.

Must have high school diploma or GED. Requires at least one year prior experience doing custodial duties in a multi-room facility. Ability to lift minimum of 50 pounds. Must have valid driver's license and reliable transportation. Knowledge and proper use of floor care equipment is necessary.

#### **Outpatient Clinical Supervisor**

This position will utilize clinical, management, and organizational skills to provide clinical coordination and monitoring of standards of care for the outpatient treatment service components of NARA. Responsibilities include but are not limited to documenting and maintaining clinical records in a manner that ensures compliance with all agency policy and procedures, local, state, and federal guidelines; maintaining on-going audits of all client files assuring that records are in accordance with Federal and State regulations and agency policy; ensuring groups and lectures are conducted according to schedule; and training staff in counseling skills, documentation, treatment planning.

Must have high school diploma or GED. Requires at least a CADC II or a Certified Chemical Dependency Specialist II with at least one year's paid experience as a Chemical Dependency Counselor. Must have minimum two-year's experience in the counseling and/or social services field.

## **Youth Addictions Counselor**

This position is responsible for a collaborative process that facilitates the youth client's progress toward mutually determined treatment goals and objectives. Responsibilities include but are not limited to working with youth clients to establish realistic, achievable goals consistent with achieving and maintaining recovery. Will provide interventions, counseling sessions, screenings, evaluations, referrals, and intakes for youth clients. Responsible for developing and implementing comprehensive treatment plans. Will supervise attendance of weekly AA meetings/or all activities specific to treatment plan.

High school diploma or GED required. Must be a Certified Chemical Dependency Specialist I with at least one year's paid experience as a chemical dependency counselor. Requires experience with youth drug and alcohol programs. Experience working within the Native American/Alaska Native community is considered a plus.

## **Outpatient Manager**

This position will be responsible for providing clinical coordination and monitoring of the standards of care between the Residential Treatment Center and Outpatient's treatment service.

Responsibilities include but are not limited to ensuring a treatment model that is family and community based; includes child and family development, mental health care, medical care, and a gambling addiction treatment component. Will maintain on-going audits of all client files ensuring that records are in accordance with state and federal regulations. Responsible for ensuring groups and lectures are conducted according to schedule. Will train staff in counseling skills, documentation, treatment planning and other areas as assigned by the treatment administrator. Accountable for supervision of the outreach/community services position and program. Will participate in on-call service coverage.

To qualify the successful candidate will have a Masters degree in relevant field of study. Prefer dually licensed/certification. Current alcohol and drug counseling certificate and minimum of two years paid counseling or social service experience required. Minimum five years management experience. Demonstrated leadership skills and good judgment within generally defined practices and policies when selecting methods and techniques in problem solving. Ability to present ideas, transmit information and convey concepts to individual or groups of people of varying educational, cultural, and experiential levels in an effective way. Ability to maintain professional boundaries with clients, the community, and other staff members. Will treat staff and clients with respect and dignity at all times. Experience working within the Native American/Alaska Native community is considered a plus.

**Please respond to these postings with your cover letter, resume, and salary requirements or fax to 503-224-4494. Requires a minimum of two years sobriety and clean time. Employees are asked to commit to modeling a drug and alcohol free life. All potential hires are required to pass a pre-employment (post-offer) drug screen and criminal background check.**

**Within scope of Indian Preference, all candidates receive equal consideration. Preference in hiring is given to qualified Native Americans in accordance w/the Indian Preference Act (Title 25, US Code, Section 472 &473).**