

# **AMERICAN BEHAVIORAL HEALTH SYSTEMS, INC. (ABHS)**

## **PWR DEPARTMENT – ADMINISTRATION**

### **JOB DESCRIPTION**

**Position Title:** DOSA Assessment Substance Use Disorder Professional (SUDP)

**Job Type:** Full-time/Hourly

**Reporting to:** Regional Directors

**Job Summary:**

The DOSA Assessment SUDP provides Assessments and DOSA Examination Reports for offenders in assigned counties. DOSA Assessment SUDP counselor will be responsible for ensuring timely completion of assessments for all court-ordered DOSA Assessments and providing accurate documentation to appropriate courts, prosecuting offices, public defenders, and the Department of Corrections.

**Responsibilities:**

- Conduct initial assessments for all court-ordered offenders seeking substance abuse treatment and complete a DOSA Exam Summary.
- Coordinate assessment activities with all jails, prisons, offenders, and ABHS staff as appropriate.
- Ensure copies of DOSA assessments, DOSA Exam Summary, ROI's, and court orders are provided to all applicable parties.
- Responsible for maintenance, security, and completeness of assessment files, recording interview summaries and activities of the client, securing appropriate background information from other agencies and institutions, and all other pertinent information.
- Maintain current, complete, and acceptable order of assessment file data according to agency standards and WAC requirements while keeping all records confidential and secure.
- Attend all clinical staff meetings and provide formal clinical presentations as needed.
- Must be able to take written and/or verbal orders and have a working knowledge of all provider contracts, provider agreements, and ABHS Policies and Procedures.
- Maintain statistical data and other information as required by DOC and American Behavioral Health Systems.
- Perform other related duties as assigned.

**Qualifications:**

- Must have a BA degree in Psychology, Social Work, or an AA degree with equivalent experience.
- Must meet the Washington State Department of Health (DOH) requirements for a qualified Substance Use Disorder Professional (SUDP) or Substance Use Disorder Professional Trainee (SUDPT) under the supervision of a qualified SUDP.
- Must possess a valid driver's license and proof of insurance.
- Must be able to pass pre-employment background and drug screens.
- Must have documented experience working independently and be able to gain clearance to enter all county prisons and jails.
- Must have documented experience completing Substance Use Assessments and applying ASAM criteria to evaluate the appropriate level of care for offenders seeking treatment.

**Physical Requirements:**

- Must be able to sit for long periods and use a computer keyboard and view the monitor for long periods of time.
- Must be able to drive long distances.

**Work Environment:**

- Moderate Noise (business office with computers, printers, light traffic) requirements.
- The work environment is a healthcare facility that may include exposure to infectious materials, hazardous substances, and odors.

This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.