

## **BestCare Treatment Services Position Description**

**Title:** SUD CADC  
**Program:** Behavioral Health Resource Network (BHRN)  
Deschutes Outpatient Program  
**Program Location:** Bend, Oregon  
**Supervisor:** Deschutes Outpatient Engagement Center Supervisor  
**Employment Status:** Full Time Regular (1.0 FTE)  
**FLSA Classification:** Non-Exempt, Hourly  
**Effective Date:** September 2022

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**Job Summary:** The SUD CADC provides SUD clinical outreach and engagement services working in close collaboration with the assigned medical clinic and supporting the goals of the medical clinic while providing a bridge to SUD treatment and recovery services.

The key to engagement is to start where the clients are and develop trust and a relationship. Many of these clients will have high social service needs and have few pro-social supports. The methods used by the BHRN program staff will be those promoting that engagement and the development of "recovery capital" for these clients.

### **Essential Functions:**

1. Works closely with both BestCare staff and the medical clinic staff as a member of a treatment team.
2. Engages clients using the Intentional Peer Support model.
3. Provides treatment for substance-use disorders for assigned clients that is consistent with program and BCTS policies and procedures and applicable OAR's.
4. Helps clients obtain some of their material needs, including food, shelter, housing, transportation
5. Connects clients to treatment services, behavioral health professionals, and the recovery community.
6. Provides one-on-one services, ASAM assessments, and case management.
7. Assists clients in finding housing, educational or vocational opportunities, employment, and other needed services.
8. Works closely with medical clinics, keeping them informed on the progress of the client as needed and as compatible to client confidentiality, 42 CFR Part 2, and HIPAA.
9. Maintains documentation in a timely manner in client files.
10. Maintains key outcome data reports.
11. Models appropriate counselor behavior to the newer staff and helps to train and orient new staff to the program.
12. Other duties as assigned by the program manager and/or clinical supervisor.

**Qualifications:****Education, Certifications, and Licenses**

- High School Diploma or equivalent required; Associates Degree in Addiction or other behavioral health field preferred
- Current CADC certification required. New hires without a current certification must make application within the first 6 months of employment and receive the credential within 24 months of the application.
- Valid Oregon Driver's license required

**Experience:**

- Minimum of 2 years' experience working in SUD or related behavioral health fields

**Knowledge, Skills and Abilities**

- Demonstrated competency in treatment of substance-use disorders including client evaluation and individual, group, family, and other counseling technique, including the Intentional Peer Support Model;
- Demonstrated ability to conduct an ASAM assessment; write and implement or supervise implementation of a treatment plan; and SUD treatment and rehabilitative services within the scope of his/her practice.
- Understanding and adherence to current program policies and procedures and OARs for client case management and recordkeeping;
- Demonstrated competency to engage hard to reach pregnant women, work in close collaboration within a medical clinic, and engage a range of social services.
- Knowledge and ability to properly record and maintain information in the client files using an Electronic Health system
- Intermediate proficiency with MS Office 365 (Word, Excel, Outlook), Electronic Health Records system, database and internet usage, including virtual meeting platforms such as Teams and Zoom.

For individuals recovering from the disease of alcoholism and/or from other drug addiction, must have maintained continuous sobriety for the immediate past two years at the time of hire.

**Tools and Equipment Used:**

Must have competency in using a computer for word-processing, data base and internet usage. Must be able to operate usual office equipment such as fax, telephone, and photocopy machine. Employee must have a current and valid driver's license.

**Physical Demands:**

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand, walk, and use hands to handle, feel or operate objects or controls. The employee is occasionally required to sit; climb or balance; stoop,

kneel, crouch, or crawl; and talk and hear. The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires the employee to dress in a professional manner that meets the standards for professional employees in Central Oregon.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND THE EMPLOYEE AND IS SUBJECT TO CHANGE BY THE EMPLOYER AS THE NEEDS FO THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.

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Employee Signature / Date

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Supervisor Signature / Date