



**Disability Services
Safety and Claims Management**
 Department of Executive Services
 Human Resources Management Division
 P.O. Box 80283
 Seattle, WA 98108
 (206) 205-8575
 (206) 296-0514 FAX

Employee :

Claim # :

JOB ANALYSIS

| | | | |
|-------------------|---|--|---|
| Job Title: | Chemical Dependency Screener Supervisor | | |
| Department: | DCHS | Division: | |
| DOT Title: | Supervisor | DOT #: | 188.137-010 |
| SVP: | 7 | Requestor: | |
| Worksite Address: | 1930 Boren Ave Seattle, WA 98101 | Office Contact Name/ Phone/ Email: | Dan Floyd 206-263-8961 Daniel-dchs.floyd@kingcounty.gov |
| Original Analyst: | Kyle Pletz, VRC, CDMS | Analysis Date: | 2/7/2013 |
| Update Analyst: | Jeff Casem, CRC | Update Date: | 10/11/2017 |

On-Site Interview Representative

JOB DUTIES:

ESSENTIAL FUNCTIONS ACCORDING TO THE EMPLOYER:

All King County jobs require ability/essential function to:

- Demonstrate predictable, reliable, and timely attendance.
- Follow written and verbal directions to complete assigned tasks on schedule.
- Read, write, and communicate in English & understand basic math.
- Learn from directions, observations, and mistakes and apply procedures using good judgment.
- Work independently or as part of a team and interact appropriately with others.

Job Specific Requirements:

- Supervise the operation of the Emergency Service Patrol and coordinating the activities of the Emergency Services Patrol with other departments and services.
- Train staff to perform the Program Screener tasks and oversee their work.
- Coordinate activities of the unit with other chemical dependency services offered by King County.
- Oversee the day-to-day operation of the Emergency Services Patrol.
- Determine work assignments; interpret procedural guidelines; provide assistance and direction concerning technical work; train, supervise and evaluate staff performance and provide coaching, counseling and corrective action for performance issues; conduct staff meetings.
- Direct activities during crisis situations; mediate staff disputes.
- Coordinate activities of the unit with other departments and professional personnel; operate as a member of the management team to insure agency-wide standards of performance and client care.
- Perform administrative duties including handling correspondence, tracking data and ordering supplies.
- Employee performs field work (performing duties of Chemical Dependency Screener) approximately 4 shifts per month which requires driving around in a van and transporting intoxicated persons to the appropriate location (sobering center, homeless shelter, hospital etc.). During those shifts, the employee performs the same tasks as a Chemical Dependency Screener which is classified as a Very Heavy job and requires helping a 200-300 pound intoxicated person to their feet, with the assistance of a coworker. Employee also cleans/washes the interior of the van 1-2 times per shift.



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- 30% of the position is performing administrative tasks such as scheduling, recording and analyzing statistics, ordering supplies, paying bills and calculating the budget.
- 20% of the position is performing field work which requires performing the same tasks as a Chemical Dependency Screener which is classified as a Very Heavy job and requires driving a van to transport passengers to different facilities as well as helping 200-300 pound intoxicated persons to their feet, with the assistance of a coworker.
- 50% of the position is performing general supervisory tasks which includes oversight of employees, training and coordinating the chemical dependency activities and services provided by King County.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

MINIMUM QUALIFICATIONS:

- Knowledge of professional standards in a chemical-dependency environment
- Knowledge of group dynamics within a multi-disciplinary team
- Knowledge of and skill in administering CPR and first aid
- Skill in taking and recording vital signs
- Skill in detecting signs of intoxication (drug or alcohol)
- Skill in program administration and staff supervision
- Skill in conducting brief initial assessment of client condition and determining the need for detoxification and other services
- Skill in defusing hostile or violent behavior
- Skill in training, supervising, coaching and counseling staff
- Oral and written communications skills
- Presentation skills
- Skill in leading effective meetings

DESIRABLE QUALIFICATIONS:

- None

NECESSARY SPECIAL QUALIFICATIONS:

- Chemical dependency counseling training
- CPR and basic first aid
- Additional licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

Machines, Tools, Special Equipment, Personal Protective Equipment Used:

- Passenger van, computer, gloves, cleaning solutions, EMT bag, face mask, glasses, fire extinguisher, radio cellular telephone, hand held breathalyzer, county vehicle, broom, pressure washer, hose, dust pan, disinfectants, blankets, wheelchair lift and maps.



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PHYSICAL REQUIREMENTS

| Frequency Scale | Strength | Work Pattern | |
|---|--|--|---------------|
| N = Never | <input checked="" type="checkbox"/> Sedentary | <input checked="" type="checkbox"/> Full-time | |
| S = Seldom (1-10 %, up to 48 min) | <input type="checkbox"/> Light | <input type="checkbox"/> Part-time | |
| O = Occasional (11-33%, 49 min. – 2 hr 40 min) | <input type="checkbox"/> Medium | <input type="checkbox"/> Seasonal | |
| F = Frequent (34-66%, 2 hr 41 min – 5 hr 20 min) | <input type="checkbox"/> Heavy | 8 | Hours Per Day |
| C = Constant (67-100%, more than 5 hr 20 min) | <input checked="" type="checkbox"/> Very Heavy | 5 | Days Per Week |
| | | FLSA Exempt <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |

Work Pattern (continued)

- This is classified as a SENDENTARY to VERY HEAVY job by the US Department of Labor.
 - 80% of the duties of this position are classified as SEDENTARY.
 - 20% of the duties of this position are classified as VERY HEAVY.
- There are four shifts at this facility: 8:00am-4:00pm, 4:00pm-12:00am, 6:00pm-2:00am, 12:00am-8:00pm

| Job Demand | Frequency and Weight (lbs) | | | | | Activity Description |
|--|----------------------------|-------|---|---|---|--|
| | N | S | O | F | C | |
| Lifting floor – waist | | 5-150 | | | | 5lbs. for supplies including paper, gloves, cases of plastic bags, case of sanitary spray. * When performing field work ~4 shifts per month, employee assists 200-300 pound intoxicated persons to their feet, with the assistance of a coworker up to 10x per shift. |
| Lifting waist–shoulder | | 5-10 | | | | 5-10lbs. for supplies including paper, gloves, cases of plastic bags, case of sanitary spray. |
| Lifting above shoulder | | 5-10 | | | | 5-10lbs. for supplies including paper, gloves, cases of plastic bags, case of sanitary spray. |
| Carry (Distance/Surface) | | 5-35 | | | | 5-10lbs. for supplies including paper, gloves, cases of plastic bags, case of sanitary spray. * When performing field work ~4 shifts per month, employee may carry personal belongings of clients such as bags. |
| Pushing/Pulling (Distance/Surface) | | 5-150 | | | | Seldom 5lbs. doors and drawers in office. * When performing field work ~4 shifts per month, employee opens and closes van doors (sometimes on inclines), manipulates steering wheel, and assists person off the ground (up to 150# of force). |



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| Physical Demands | Frequency | | | | | Activity Description |
|-------------------------------|-----------|---|---|---|---|--|
| | N | S | O | F | C | |
| Sitting | | | | | X | 1hr/time up to 7hrs/shift performing administrative and general supervisory tasks. 45min/time up to 5hr/shift driving van when performing field work ~4 shifts per month. |
| Standing | | | X | | | 20min/time up to 2hr/shift conversing with coworkers, clients and partners. Talking to clients, waiting at medical facilities etc. when performing field work ~4 shifts per month. |
| Walking | | | X | | | 200-300' at a time up to 2hr/shift traversing within sobering center, looking for/escorting clients to/from van during field work ~4 shifts per month. |
| Perform Work on Ladders | X | | | | | |
| Climbing | | X | | | | Up to 5min/shift enter/exit van; up to 30 stairs per shift. |
| Balancing | | | X | | | Uneven terrain, snow, ice when in the field. |
| Stooping / Bending | | X | | | | Up to 15 min/shift attending to person on ground in field. Drawers in office. |
| Twisting at Neck | | X | | | | Up to 15 min/shift, observing persons in van. |
| Twisting at Waist | | X | | | | Up to 10 min/shift assisting persons in/out of van when performing field work. |
| Squatting / Kneeling | | | X | | | Up to 15min/time 45min/shift assessing person on the ground or waiting for paramedics when performing field work. |
| Crawling | | X | | | | |
| Reach waist to shoulder | | | | | X | Computer, phone, driving, van controls, cleaning, doors. |
| Reach above shoulder | | X | | | | Clean van, obtain/place supplies on upper shelves. |
| Keyboarding | | | | X | | Typing to create reports and statistics |
| Wrist Flexion/Extension | | | | X | | Typing to create reports, driving. |
| Handle/Grasp | | | X | | | Radio, doors, phone. When performing field work grasp clients to provide balance, steering wheel (up to 5hr/shift and manipulate client property. |
| Forceful Grasp | | | X | | | 15 min/shift, assisting people in an out of the van. |
| Fine Finger Manipulation | | | | X | | Typing to create reports and statistics, writing, manipulating documents. |
| Hand Controls | | | X | | | Van up to 5hrs/shift 4x per month. |
| Foot Controls | | | X | | | Driving passenger van up to 5hrs/shift, 4x per month. |
| Repetitive Motion | | | X | | | Body part: Hands, typing Cycles/hr. 1hr/time up to 4hrs/shift |
| Vibratory Tasks – High | X | | | | | |
| Vibratory Tasks – Low | X | | | | | |
| Talking | | | | X | | Conversing with clients, coworkers, partners (EMS etc.) |
| Hearing | | | | | X | Required for safety due to constant interaction with intoxicated and unpredictable individuals. |
| Visual – Near Acuity | | | | | X | Required continuously for safety due to constant interaction with intoxicated and unpredictable individuals. Computer and driving as well. |
| Visual – Far Acuity | | | | | X | |
| Visual – Depth Perception | | | | | X | |
| Visual – Color Discrimination | | | | | X | |



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|---------------------------------------|--|---|---|---|---|----------------------|
| | N | S | O | F | C | |
| Visual – Accommodation | | | | | X | |
| Visual – Field of Vision | | | | | X | |
| Exposure to Weather | | | | X | | |
| Extreme Cold | X | | | | | |
| Extreme Hot | X | | | | | |
| Wet and / or Humidity | | | | X | | |
| Proximity to Moving Mechanical Parts | X | | | | | |
| Exposure to Explosives | X | | | | | |
| Atmospheric Conditions | | | | X | | |
| Exposed Heights | X | | | | | |
| Exposure to Electricity | X | | | | | |
| Exposure to Toxic / Caustic Chemicals | | X | | | | |
| Exposure to Radiation | X | | | | | |
| Noise Intensity | <input type="checkbox"/> Very Quiet <input type="checkbox"/> Quiet <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Loud <input type="checkbox"/> Very Loud | | | | | |
| Other: | | | | | | |

Analyst's Comments:

The employee is in regular contact with intoxicated persons whose behavior may be unpredictable and hygiene may be unsanitary. There is exposure to strong odors such as vomit, feces, body odor etc. The employee can also be directly exposed to biohazards such as vomit, blood, sweat, spit, urine feces etc.

20% of the position is performing field work which requires performing the same tasks as a Chemical Dependency Screener which is classified as a Very Heavy job and requires driving a van to transport passengers to different facilities as well as helping 200-300 pound intoxicated persons to their feet, with the assistance of a coworker.

80% of the position is Sedentary in nature.

Possible Employer Modifications:

Break down boxes of office supplies to reduce lifting in the office environment.



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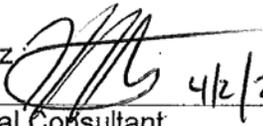
Update Comments (if applicable):

Note: The information for this job analysis was gathered by either on-site observation, interview and / or is representative of the labor market as indicated on page one. Additional data may have been obtained from standardized industry resources such as the DOT, GOE, COJ, OOH, WOIS and O-NET. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective, quantifiable data. For this reason, a “best estimate” may have been used.

Analyst:

Update (if applicable):

Kyle Pletz

 4/2/2013

Vocational Consultant

Date

Vocational Consultant

Date

Employer Verification:

Employee Verification: (optional)

Name

Date

Name

Date



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MEDICAL PROVIDER:

- I agree that the employee can perform the physical activities described in this job analysis and can return to work. Date employee is released to return to work if different from today's date: _____
- I agree the employee can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent basis or temporary basis.
- The employee ***temporarily*** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- The employee is ***permanently*** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Comments:

Signature

Date

Print Name

- Attending Physician
- Consulting Physician
- Pain Program Physician
- IME Physican
- PCE Therapist
- OT / PT Therapist
- PEP Physician