Squaxin Island Tribe
Job Description

Job Title: **Treatment Attendant 1**
Department: **Northwest Indian Treatment Center Inpatient Facility**
Reports To: **Treatment Center Director, Treatment Attendant 4**
FLSA Status: **Non-Exempt**
TS Range: **5/6 ($22.01)**
Opening Date : **10/23/2026**
Closing Date: **11/6/2026**

SUMMARY: The Treatment Attendant (TA) is an essential member of the Northwest Indian Treatment Center's multidisciplinary team, providing direct support to patients throughout their residential treatment experience. This position helps maintain a safe, structured, supportive, and culturally responsive treatment environment while encouraging patient engagement, personal responsibility, recovery, and connection.
Treatment Attendants use trauma-informed approaches, DBT skills, therapeutic communication, de-escalation, and respectful redirection to support patients experiencing a range of emotional, behavioral, and recovery-related needs. The position models healthy communication, appropriate boundaries, accountability, and respectful interactions while helping patients practice skills that support their treatment and long-term recovery.
The Treatment Attendant may facilitate structured activities such as walks, mindfulness or meditation, recreational activities, crafts, life-skills activities, and other approved programming. Depending on experience and training, the position may also assist with the orientation and training of newly hired staff.
As NWITC operates a 24-hour residential treatment program, Treatment Attendants may workday, evening, overnight, weekend, and holiday shifts based on program and staffing needs.
ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.
Treatment Attendant duties:

Patient Care & Support

- Provides direct support and supervision to patients while maintaining a safe, respectful, structured, and recovery-focused residential environment.
- Monitors patient location, participation, wellness, and safety throughout the shift and promptly communicates significant changes or concerns to appropriate staff.
- Uses trauma-informed communication, DBT skills, de-escalation, and therapeutic redirection to support patients through emotional, behavioral, interpersonal, and recovery-related challenges.
- Models' healthy communication, appropriate boundaries, accountability, and effective coping skills while encouraging patients to practice skills that support their treatment and recovery goals.
- Coordinates and supports daily patient routines, treatment schedules, meals, recreational activities, walks, mindfulness or meditation, crafts, guest presentations, and other approved programming.
- Provides clear and respectful direction regarding program schedules, expectations, activities, and responsibilities.
- Responds to patient needs, conflicts, emergencies, and safety concerns in accordance with NWITC policies and established procedures.

Medication & Health Support

- Supports patients in maintaining established medication schedules.
- Observes patient self-administration of medications and accurately completes required documentation in accordance with NWITC policies, training, and nursing or medical direction.
- Provides approved standing-order medications within the scope of the Treatment Attendant role and in accordance with established NWITC protocols.
- Observes for and promptly reports medication concerns, patient-reported concerns, changes in health status, or other health-related observations to appropriate nursing or medical personnel.
- Maintains medication-related documentation and follows established procedures for communicating medication discrepancies or concerns.

Admissions, Discharges & Patient Transitions

- Assist clinical and nursing staff with patient admissions, including conducting searches of patient belongings in accordance with NWITC procedures and identifying and securing medications, prohibited items, and other items requiring appropriate storage or disposition.

- Assists new patients with orientation to the residential environment, including providing designated admission supplies and information regarding program routines and expectations.
- Conducts facility tours and assists patients with becoming familiar with the treatment environment.
- Supports the patient discharge process using established NWITC procedures and checklists.
- Ensures required discharge materials, personal belongings, medications, and other designated items are appropriately prepared and provided to the patient at discharge.
- Provides patient transportation to appointments, transportation hubs, and other approved destinations while following applicable traffic laws and NWITC transportation and vehicle safety policies.

Documentation & Administrative Responsibilities

- Completes timely and accurate shift documentation regarding patient participation, interactions, observations, safety concerns, significant events, interventions, and unusual occurrences in accordance with NWITC requirements.
- Completes and maintains required patient-related forms, logs, checklists, and other documentation.
- Files and maintains documentation in accordance with NWITC policies and established recordkeeping procedures.
- Tracks designated patient program requirements, including upcoming mid-treatment reviews and evaluations, and assist with collecting required forms and documentation.
- Prepares and posts designated patient activity or program sign-up materials, including weekly sweat participation lists, for appropriate review and coordination.
- Assigns and maintains weekly patient chore schedules in accordance with program procedures.
- Participates in assigned quality assurance activities, audits, tracking, and data collection to support program reporting and continuous quality improvement.
- Maintains confidentiality of patient information and records in accordance with NWITC policies and applicable privacy requirements.

Residential & Facility Support

- Helps maintain a safe, organized, and therapeutic residential environment for patients, staff, and visitors.
- Monitors patient living areas, sleeping areas, common spaces, and facility security as assigned.
- Supports patients in maintaining shared residential spaces and completing assigned responsibilities.
- Assists with routine organization and upkeep of patient common areas, storage areas, staff workspaces, and other designated program areas as needed.
- Identifies and reports environmental, maintenance, cleanliness, or safety concerns through established procedures.

Communication & Team Collaboration

- Works collaboratively with Treatment Attendants, counselors, nursing, recovery support, traditional healing, intake, and other members of the multidisciplinary treatment team.
- Communicates relevant patient information and significant observations during shift transitions and to appropriate members of the treatment team to support continuity of care.
- Contacts designated supervisory or administrative on-call personnel when clinical, medical, or supervisory assistance is required and appropriate staff are not immediately available.
- Provides accurate general information regarding NWITC programs and services within the scope of the position and directs clinical, medical, admission, or other specialized questions to the appropriate staff member.
- Demonstrates professional, respectful, and consistent communication with patients, coworkers, alumni, visitors, referral partners, and other individuals interacting with NWITC.
- May assist with the orientation and training of newly hired Treatment Attendants or other assigned personnel.

SUPERVISORY RESPONSIBILITIES: This position has no supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Must not be under current investigation by the Department of Health or found in noncompliance with DOH ethical standards.

EDUCATION and/or EXPERIENCE: AA and one-year relevant experience **OR** High School Diploma or GED and three years of relevant experience. **OR** 4 years of relevant experience. Experience working with Native Americans is preferred.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Able to manage demanding groups and individuals skillfully and appropriately demonstrating DBT skills. Must be able to speak before groups in an engaging manner that maintains attention to a group of patients whose attention is difficult to hold.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS: Must have a current, valid Washington State Driver's License. The successful applicant must pass a criminal history background check. Must be insured by the Tribe's insurance carrier. Must complete TB test and CPR/First Aid training.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and use hands to handle or feel, reach with hands and arms, stoop, kneel, crouch or crawl, and talk or hear. The employee is occasionally required to sit, climb or balance and taste or smell. The employee must regularly lift up to 25 pounds, frequently lift up to 50 pounds, and occasionally lift more than 100 pounds. This position also requires close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The Treatment Attendant works in a 24-hour residential substance use disorder treatment setting with frequent interaction with patients, staff, visitors, and other members of the treatment team. The work environment includes patient residential and common areas, offices, activity spaces, and outdoor areas. The position requires regular interaction with individuals who may be experiencing emotional distress, behavioral challenges, interpersonal conflict, or other concerns associated with substance use, recovery, and residential treatment. Employees may be required to respond to urgent situations, support de-escalation, and follow established safety and emergency procedures. Duties may include accompanying or transporting patients off-site, participating in outdoor activities, and working in varying weather conditions. Work schedules may include days, evenings, overnight shifts, weekends, and holidays based on program needs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

OTHER:

- Must demonstrate professionalism, reliability, sound judgment, appropriate boundaries, and the ability to work effectively both independently and as part of a multidisciplinary team.
- Must communicate respectfully and effectively with patients, staff, visitors, families, referral partners, and community members.
- Must maintain patient confidentiality and comply with NWITC policies and applicable privacy requirements.
- Regular and consistent attendance is an essential requirement of the position due to the 24-hour staffing needs of the residential program.
- Must successfully complete and maintain required training and certifications, including CPR, First Aid, TB screening/testing, and other training required by NWITC, applicable regulations, or the position.

- Must maintain required qualifications for patient transportation when driving is assigned as part of the position.
- Employees with previous participation in NWITC treatment services must meet applicable NWITC and Squaxin Island Tribe employment requirements regarding completion of services and recovery stability.
- Must be willing and able to work assigned shifts, which may include evenings, overnights, weekends, and holidays.

DRUG FREE WORKPLACE: The successful candidate will be required to have a urinalysis for drug and alcohol screening in accordance with the Tribe's Drug Free Workplace Policy.

INDIAN PREFERENCE: Indian Preference will be exercised in the hiring of this position in accordance with the Tribe's Personnel Policies.

TO APPLY: Submit application packets including a resume and cover letter to apply@squaxin.us Contact Human Resources for more information: 360-432-3865.

Supervised By: Treatment Center Director, Treatment Attendant 4

Supervises: This position does not supervise others.

Receipt: I acknowledge receipt of this Class Specification.

_____
Employee Signature

_____
Employee Name Printed

_____
Date Received

_____ _____
Supervisor Signature Date