

Human Resources Department

Pueblo of Santo Domingo



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Santo Domingo Pueblo, NM 87052
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JOB ANNOUNCEMENT

POSITION TITLE: Clinical Supervisor

SALARY RANGE: \$61,901-99,043, DOE

DEPARTMENT: Kewa Family Wellness Center

POSITION STATUS: Full-Time

PERIOD TO APPLY: Until Filled

FLSA STATUS: Exempt

SUPERVISOR: Kewa Family Wellness Center Director

NATIVE AMERICAN PREFERENCE

BASIC PURPOSE

Incumbent in this position is responsible for assisting director oversee all aspects of social services within the Kewa Family Wellness Center. Collects, maintains, and reports accurate participant and resource data regularly for; improving service delivery, reducing program costs, and maintaining program compliance in coordination with grant funding, accounting office, tribal programs and government leadership to foster efficiency and effectiveness in daily operations to promote growth and quality improvement of program service delivery. Provides support and counseling to individuals and families who are undergoing some type of social difficulty or crisis.

ESSENTIAL FUNCTIONS

- Ensure that the quality of clinical services is maintained through individual and group supervision.
- Formulate department budget and develop monthly, quarterly and year-end financial reports.
- Required monthly, quarterly and year end case reports.
- Insure that clinical records are accurate, current, and meet medical assistance and licensing standards and HIPAA regulations.
- Review all reports of suspected abuse or neglect of vulnerable adults or minors and assure that appropriate actions are taken.
- Assure that a quality improvement program is implemented.
- Responsible for the creation, leadership and/or management aspects of either children, adult or family services/programs.

- Deliver psycho-educational and psycho-therapeutic services to individual clients and in group settings.
- Provide counseling for the prevention of substance abuse, violence, or other mental health areas.
- Develop working relationships with referral sources.
- Other duties as assigned.

REQUIRED COMPETENCIES

- **Integrity / Honesty**

All Santo Domingo Tribe employees must operate in an ethical manner by following all Santo Domingo Tribe policies and procedures relating to client confidentiality, HIPAA, handling, tracking of budgets, and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.

- **Teamwork**

All Santo Domingo Tribe employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up-to-date about tasks, progress, or projects.

- **Goal and Task Management**

Incumbent in this job needs to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.

- **Manage Resources**

Incumbent must be able to hire, provide direction to and develop internal personnel; identify strategic issues and develop short/long-range plans; provide direction to, and manage department personnel; budget and prioritize work load; identify key factors affecting personnel; and develop effective programs to maximize performance.

- **Decisiveness**

Incumbent in this position must be able to successfully determine and initiate a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.

- **Vision**

Incumbent in this position must have the ability to gain an understanding of where an organization is headed in light of internal and external trends and influences.

- **Interpersonal Skills (Working with Others)**

Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing effort of others and praising that effort.

MINIMUM QUALIFICATIONS

- Master's degree in mental health related field, plus clinical license (Clinical Social Worker, Marriage and Family Therapist, Psychologist or Psychiatric Nursing); AND four years' experience working in the mental health field with a minimum of two (2) years supervisory experience; OR a combination of education and experience.
- Excellent budget and managerial skills to coordinate a multifunctional organization.
- Excellent oral and written communication skills to focus the efforts of entire staff to meet the Santo Domingo Tribe goals.
- Must be able to satisfactorily pass a background check.
- Previous experience working with Native American clients preferred.
- Valid New Mexico driver's license with ability to meet Santo Domingo Tribe liability insurance requirements and maintain eligibility for insurance.