

Human Resources Department Pueblo of Santo Domingo



JOB ANNOUNCEMENT

POSITION TITLE: Behavioral Health Clinician

SALARY RANGE: \$53,828-86,125 annually, DOE

DEPARTMENT: Kewa Family Wellness Center

POSITION STATUS: Full-Time

PERIOD TO APPLY: OPEN UNTIL FILLED

JOB POSTING ID: KFWC-0009

SUPERVISOR: KFWC Director

Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.

BASIC PURPOSE:

Incumbent in this position is responsible for all client documentation including treatment plans and clinical notes. Collaborates and coordinates with behavioral health clinicians and other behavioral health care professionals, paraprofessionals and/or interns; collaborates in day-to-day functions to ensure staff coverage; collaborates with service providers in accordance to all policies, procedures and protocols; provides direct clinical and case management services; and provides administrative support.

TYPICAL FUNCTIONS:

- Ensure that the quality of clinical services is maintained through individual and group supervision.
- Responsible for the creation, leadership and/or management aspects of either children, adult or family services/programs.
- Provides psycho-therapeutic and psycho-educational services to individuals, couples, families, and groups.
- Provides clinical documentation such as, treatment plans, assessments, and clinical notes.
- Attends program staffing and clinical staffing to participate in client progress reports and professional development.
- Provides crisis intervention, as needed.
- Provides case management to link clients with supportive services and provides follow up to referring agency.
- Maintains collaborative relationships and communication with other tribal employees, community partners and other stake holders.
- Ensures compliance with related federal, state and local regulations, as well as departmental and county policies and procedures.
- Participates in the establishment or revision of policies, procedures, guidelines, goals and objectives.
- Participates in community outreach and public relations activities.
- 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.
- 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 equipment, 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:** Incumbents in this position need 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 provide direction and develop rapport with clientele; identify issues and develop short/long-range plans; provide direction to, and manage client case load; budget and prioritize work load; identify key factors affecting clients; and develop effective programs to maximize performance.
- **Decisiveness:** Incumbent in this position must be able to successfully determine and initiate a course of action. Requires 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; Licensed Mental Health Professional in the state of New Mexico (LCSW, LPCC, LMSW, or LMHC) or willing and able to be a fully LSAA in the state of New Mexico within 2 years AND four years' experience working in the mental health field; OR an equivalent combination of education and experience.
- Excellent oral and written communication skills to focus the efforts of entire staff to meet 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.

HOW TO APPLY

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us
 - Subject line: **Behavioral Health Clinician Application – [Your Name]**
- By mail: Santo Domingo Tribe Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 465-2043 Attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Tribe Employment Application (**available at santodomingotribe.org/careers**)
- Cover Letter
- Resume
- Writing Sample
- Copy of clinical license