



Human Resources Department Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION : Behavioral Health Clinician/Counselor

SALARY RANGE: \$53,828-\$86,126

DEPARTMENT: Kewa Family Wellness Ctr.

POSITION STATUS: Fulltime Exempt

SUPERVISOR: Tim Watkins

JOB POSTING ID: KFWC-190620

Open till filled

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 excellent direct clinical service delivery including all client documentation: assessment, treatment plans and clinical notes. Collaborates and coordinates with behavioral health clinicians, clinical supervisor, 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.

ESSENTIAL FUNCTIONS:

- 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 and participates in program staffing and clinical staffing.
- 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.
- Complies 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.
- 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 staff and students. 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.
- **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.
- **Effort and Initiative:** Incumbent in this position must have the ability to work and take action without specific direction and without being monitored.
- **Teaching Others:** Incumbents in this position must be able to take responsibility for the development of individuals and groups through appropriate teaching, guidance and coaching techniques.

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 LADAC 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 the Santo Domingo Tribe goals.
- Must be able to satisfactorily pass a background check.
- Previous experience working with Native American clients preferred.
- Must be willing to work evenings, weekends, and holidays as needed (rarely).
- 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: **KFWC Clinician – [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)
- Resume
- Cover letter
- Copy of Professional NM License