

# Human Resources Department

## Pueblo of Santo Domingo



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### JOB DESCRIPTION

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**POSITION TITLE: Behavioral Health Clinician**

**SALARY RANGE: \$72,800-\$91,520 DOE**

**DEPARTMENT: KFWC**

**POSITION STATUS: Full Time Exempt**

**SUPERVISOR: Clinical Supervisor**

**JOB POSTING ID: KFWC-71222**

**Period to apply: 12.7.22-12.23.22**

*Santo Domingo Pueblo 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.*

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#### **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 with all policies, procedures, and protocols; provides direct clinical and case management services. As a team we value camaraderie, support, excellence, and self-care: they are the norm here. We have a reasonable and sustainable caseload.

#### **ESSENTIAL FUNCTIONS:**

*This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.*

- Ensures the delivery of excellent individual, family, and group behavioral health services, maintained through individual and/or group supervision.
- Responsible for the creation, leadership and/or management of services and programs for children, adults, and families.
- 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.
- Ensures that clinical records are accurate, current, and meet medical assistance and licensing standards and HIPAA regulations.

- Reviews all reports of suspected abuse or neglect of vulnerable adults or minors and ensures that appropriate actions are taken.
- Ensures that a quality improvement program is implemented.
- Develops working relationships with referral sources.
- Other duties as assigned.

## **REQUIRED COMPETENCIES**

- **Integrity / Honesty**

All Santo Domingo Pueblo employees must operate in an ethical manner by following all Santo Domingo Pueblo 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 Pueblo 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 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 workload; 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. 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; Licensed Mental Health Professional in the state of New Mexico (LPCC, LCSW, LMSW and LMHC). Please attach current license to application or resume.
- Excellent oral and written communication skills to focus the efforts of entire staff to meet the Santo Domingo Pueblo goals.
- Must be willing to work, crisis rotation, evening, weekends, and holidays as needed.
- 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 Pueblo liability insurance requirements and maintain eligibility for insurance.
- Covid-19 vaccination required. Reasonable accommodation considered.

## **HOW TO APPLY**

Please submit complete application packet. No phone calls please

- Online: [santodomingopueblo.isolvedhire.com/jobs](http://santodomingopueblo.isolvedhire.com/jobs)
- By email: [HR@kewa-nsn.us](mailto:HR@kewa-nsn.us)
  - Subject line: Behavioral Health Clinician Application
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416

- 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 Pueblo Employment Application
- Cover Letter
- Resume