

UPDATED JOB ANNOUNCEMENT

POSITION: Director of Behavioral Health

SALARY: \$103,688.00 – \$129,168.00 Annually (Grade 36 – 40, Step 01)

SUPERVISOR: Tribal Health Administrator

DEPARTMENT: Behavioral Health

CLASSIFICATION: EXEMPT

LOCATION: Owyhee, Nevada

OPENS: October 17, 2025

CLOSES: Open Until Filled

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) **Please attach all required documentation as specified in the Job Announcement. Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-

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SPECIAL CONSIDERATIONS:

Because of the sensitive and trusted nature of this position, the Behavioral Health Director is subject to initial, for cause, and suspicion less (random) drug/alcohol testing and a thorough background check. This individual works in patient situations requiring mental alertness and in the course of their employment, regularly comes into contact with children and seniors; this person operates Tribal vehicles and/or equipment in the course of their employment.

SUMMARY OF FUNCTIONS:

Provide direction for the Behavioral Health department and services which entails administration, Substance Abuse, Mental Health and participation in community activities. Incumbent will also provide professional counseling; ensure Behavioral Health Services provide quality services, i.e., screening, evaluation, discharge planning, counseling, consultation, referral to community resources and assist clients in maximizing all available resources for care. Administration and patient care will be approximately 50/50 ratio but may vary.

MAJOR DUTIES & RESPONSIBILITIES:

1. Provides Behavioral Health administrative, programmatic oversight and direction as well as clinical supervision for direct care services provided by mental health therapists, Substance Use counselors, mental health responders and possible contractors.
2. Incumbent will also provide direct care therapy and counseling services.
3. Incumbent will provide staff supervision, evaluation, direction, and budget oversight.
4. BHD is a key member of the OCHF Leadership and participates in upper management meetings, committees and decisions. Will participate in organizational planning, strategic planning, goals and objectives and evaluation.
5. Evaluates services and trends evidenced by workload, sources of referral, types of patients/cases, community expectations, availability of other resources, etc. Submit monthly workloads, narrative reports of departmental activities and other special reports required by OCHF.
6. Plans the scope of service, major changes and shifts in program priorities based on case load data. Determines the nature and extent of the Behavioral Health coverage to be provided within the available resources and with the primary emphasis placed on patient/client need.
7. Will plan and equip the program on crisis intervention for persons with acute and chronic mental health, substance abuse and co-occurring disorders, social and psychosocial problems.
8. Ensures department and service quality assurance by complying to organization's quality assurance program. Coordinates, integrates and ensures implementation of Program policies and procedures relating to accreditation, state and federal requirements.
9. Utilizes knowledge and understanding of the service delivery area and resources available to provide behavioral health consultation to professional and administrative staff in the OCHF, contract care providers, and local health and welfare agencies in order to meet the needs of the population served.

10. Participates with leadership in community wide planning and implementation to improve coordination of community services or developing programs for behavioral health needs.
11. Participation in OCHF work, staff meetings, staff development and in-service training and orientation activities.
12. Incumbent will understand, practice and comply with all applicable Privacy rules and regulations pertaining to Mental and Behavioral Health including Health Insurance Portability and Accountability Act (HIPAA).
13. Performs other related duties as assigned by immediate supervisor.

MINIMUM REQUIREMENTS:

- 1 Master's degree or higher in the behavioral health field
- 2 Must have an active, unrestricted license as a Licensed Clinic Social Work (LCSW), Licensed Marriage and Family Therapist (LMFT), Licensed Professional Clinical Counselor (LPCC), Psychologist, or Clinical Professional Counselor (CPC).
- 3 5 years of management/supervisory experience in a behavioral health setting.
- 4 Incumbent must have demonstrated the ability to perform advanced casework assignments relating to Behavioral Health activities.

SUPERVISORY CONTROL:

Works under the supervision of the Tribal Health Administrator. Incumbent must be able to function independently with limited technical consultation. Incumbent must be capable of making independent professional judgment and recommendations for social and psychosocial action or behavioral intervention. Work is reviewed from and overall standpoint in terms of adequacy in providing services and meeting program requirements, expected results and management decisions.

COMPLEXITY:

Position is of high complexity involving upper management level decision making processes, planning, quality assurance activities and organization evaluation. Incumbent will be involved with direction, management and supervision of subordinate staff including work direction, goal/objective setting, work monitoring and program/service evaluation and improvement. Incumbent will be making mental health diagnosis.

OTHER FACTORS INFLUENCING POSITION:

1. Develops and maintains thorough knowledge of referral resources throughout the service area.
2. Maintains accurate and timely dictation of records, including clinical and progress notes, according to department policy.
3. Maintains up-to-date knowledge of field by participating in continuing education activities.

4. Provides positive customer relations in dealing with patient, families, physicians, fellow department employees, other hospital departments, referral resources, service agencies, and others.
5. In order to perform the duties and responsibilities of this position, the incumbent is required to drive government vehicles. Therefore, the incumbent is required to meet the requirements of vehicle use policy.
6. Personality traits required include good judgment, flexibility, imagination, patience, realistic optimism, perseverance, and ability to establish and maintain positive relationships with Native American people and other professional staff.
7. Ability to work with all age categories to include infants and geriatric patients. Age specific criteria will be adhered to.

WORK ENVIRONMENT:

Work environment is professional in nature. Incumbent will be in an office setting, public service and will provide services to both the organization and community. Physical activity will be at a minimum