

# **CORRECTED JOB ANNOUNCEMENT**

**POSITION:** Director of Behavioral Health  
**SALARY:** \$76,523.20 Annually (Grade: 32 Step: 01)  
**SUPERVISOR:** Clinical Director  
**DEPARTMENT:** Behavioral Health  
**CLASSIFICATION:** EXEMPT  
**LOCATION:** Owyhee, Nevada

**OPENS: February 8, 2023**      **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.**

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

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-135**

**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, regular comes into contact with children and seniors; this person operates Tribal vehicles and/or equipment in the course of their employment.

**SUMMARY OF FUNCTIONS:**

The purpose of this position is to provide direction for the Behavioral Health department/services which entails Substance Abuse and Mental Health and to provide professional counseling for the beneficiaries of the Owyhee Community Health Facility.

Behavioral Health Services is a resource to assist in alleviating the social and emotional impact of physical and mental illness and disability, enhance the psychosocial functioning and promote those conditions essential to ensure maximum benefits from short- and long-term care services and prevent illness. Behavioral Health Services are designed to provide diagnostic, therapeutic, and preventive services to individuals, groups, and service delivery area of the highest quality possible within existing resources, and in keeping with OCHF program requirements.

Behavioral Health Services provided to patients/clients and their families include screening, evaluation, discharge planning, counseling, consultation, and referral to community resources and assisting clients in the maximum utilization of needed federal state, local and private community resources.

**MAJOR DUTIES & RESPONSIBILITIES:** Behavioral Health Director/MSW, plans, develops budgets, implements, evaluates, and coordinates the Behavioral Health Services to meet a wide variety of social, emotional, vocational, physical, and behavioral health problems and needs and provides the needed diagnostic, therapeutic and preventive social casework, therapy and group work services to individuals, families, groups and service delivery area.

1. Key member of the OCHF administrative committee and participates in upper management meetings, committees and decisions. Will participate in organizational planning, strategic planning, goals and objectives and evaluation.
2. Evaluates services and trends evidenced by workload demand, sources of referral, types of patients/cases, community expectations, availability of other resources, and determines the necessity for reviewing an existing program to meet patient need and service demand.
3. Plans the scope of service of the programs and major changes and shifts in program priorities. 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.
4. Provides highly skilled psychosocial diagnostic and treatment services to individuals, couples, families and groups as appropriate to identified needs and professional competency. Emphasis is on short-term, evidence-based techniques and crisis intervention for persons with acute and chronic mental health, substance abuse and co-occurring disorders, social and psychosocial problems.
5. Ensures department and service quality assurance by compliance to organization quality assurance activities. Coordinates, integrates and ensures implementation of Behavioral Health Programs policies and procedures with the overall health program. Develops and maintains departmental manual and prepares and implements needed policies, procedures, and protocols of care in compliance with accreditation requirements.

6. Utilizes knowledge and understanding of the service delivery area and resources available to provide medical, social, and psychosocial consultation to professional and administrative staff in the OCHF, contract care providers, and local health and welfare agencies in order to promote better understanding and promote appropriate services to meet the unique needs of the population to be served.
7. Serves as a consultant to administration and other key staff on economic, social, emotional, and cultural factors and evaluates the impact of these factors on the delivery of comprehensive health care.
8. Takes leadership of community wide planning and implementation of plans to resolve such complex problems as improving coordination of existing services or developing programs for the client's behavioral health needs.
9. Assists patients and OCHF management in the maximum utilization of needed federal, state, local and private health and social services resources to ensure Behavioral Health Services are being provided.
10. Charts clinical data and prepares and maintains care records for the purpose of diagnosis, treatment, referral, and program evaluation. Submit monthly workloads, narrative reports of departmental activities and other special reports required by OCHF.
11. Participation in OCHF work, staff meetings, staff development and in-service training and orientation activities.
12. Supervises Behavioral Health Services staff, plans work direction, sets priorities, schedules and reviews work for subordinates. Assigns work based upon priorities, difficulty, and capabilities of subordinates. Insure timely performance of an adequate quantity and quality of work. Identifies training and development needs of subordinates and make provisions for same. Responsible for establishing program and production schedules.
13. Incumbent will understand, practice and comply with all Privacy rules and regulation including Health Insurance Portability and Accountability Act (HIPAA).
14. Performs other related duties as assigned by immediate supervisor.

**EDUCATION AND WORK EXPERIENCE REQUIRED:**

- 1 Master's degree in Social Work: Must have fulfilled all of the requirements for the Master's degree from a school accredited by the Council on Social Work Education.
- 2 One year of field work in a medical, behavioral or other health care setting.
- 3 Must have 5 years of appropriate experience in a medical or behavioral health setting.
- 4 Incumbent must have demonstrated the ability to perform advanced casework assignments relating to Behavioral Health activities.
- 5 Incumbent must have at least five (5) years of supervision experience.
- 6 Preference may be given to higher certification or licensure such as a Licensed Clinical Social Worker (LCSW)

- 7 Incumbent must be State Work Credentialed or American College of Social Workers (ACSW) Certified

**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 medical, 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 extreme 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.

**OTHER FACTORS INFLUENCING POSITION:**

- ✓ Maintains up to date knowledge of Medicare, Medicaid, and other third federal, state and local resources.
- ✓ Develops and maintains thorough knowledge of referral resources throughout the service area.
- ✓ Maintains accurate and timely records, including clinical and progress notes, according to department policy.
- ✓ Maintains up-to-date knowledge of field by participating in continuing education activities.
- ✓ Provides positive customer relations in dealing with patient, families, physicians, fellow department employees, other hospital departments, referral resources, service agencies, and others.
- ✓ 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.
- ✓ 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.
- ✓ 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