

# JOB ANNOUNCEMENT

Position: Mental Health Clinician/Counselor  
Program: Behavioral Health / Tribal Health  
Account Code: 20-3000-9018-23-6000  
Supervisor: Behavioral Health Director  
Salary Range: \$64,812.80- \$75,025.60 (Grade 27-30, Step 1)  
Classification: Exempt  
Location: Owyhee Nevada

**OPENS: December 14, 2022**

**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:**

This position is located in the Behavioral Health Department of the Owyhee Community Health Facility. The incumbent is primarily responsible for providing individual, family and group therapy to clients in their assigned mental health program. The Clinician works closely with Behavioral Health and Client Care staff, social workers, parents and team members, consulting and collaborating on client's progress and treatment plans.

## **DUTIES & RESPONSIBILITIES:**

### Provide Individual, Group and/or Family Therapy for Each Client

- Assess clients' needs and level of functioning including a comprehensive diagnostic assessment of all clients referred to the case load.
- Provide crisis counseling to children/families as necessary.
- Write safety, behavioral, and treatment plans.
- Schedule and coordinate therapy sessions.
- Provide clinical interventions for parents and other caregivers to generalize skills in other environments.
- Meet with clients for individual, group and/or family therapy sessions.
- Assess, determine and make a referral when special services or care are needed for a child (i.e. medication evaluation, psychiatric hospitalization, in-home services or psychological testing, etc.).

### Paperwork and Documentation

- Complete progress notes for each therapy session and mental health service.
- Complete appropriate mental health documentation, including but not limited to, client plans performance outcomes, progress reports, health questionnaires, and discharge reports as required.
- Continuously review charts for new and/or relevant information concerning clients.
- Prepare and maintain charts in accordance with audit requirements.
- Perform Utilization Reviews as assigned.

### Training and Consultation

- Attend clinical, planning, and discharge meetings, etc. to consult with clinical and program staff.
- Attend supervision meetings with Supervisor.

### Other

- Attend external training/conferences to meet licensing requirements and keep up to date with current information and developments.
- Present information gathered at conferences at clinical meetings and staff in-services/training as appropriate.
- Attend Med. Reviews as needed for clients receiving medication.
- Observe the rules of HIPAA and confidentiality in the retention and dissemination of privileged information.
- Communicate with Behavioral Health staff and consulting providers to properly coordinate health information record transfers and follow up.
- Perform other duties as assigned.

## **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Ability to work varied hours including nights, weekends and holidays (on occasion). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Masters degree from accredited university.
2. Un-restricted clinical license; LCSW, LCPC, PhD., Psychiatrist, Psych Nurse Practitioner, MD, DO or equivalent.
3. Must have experience in a medical or behavioral health setting; or similar acceptable environment.
4. Incumbent must have demonstrated the ability to perform advanced casework assignments relating to Behavioral Health activities.
5. Must have a valid Drivers License.

## **KNOWLEDGE REQUIRED BY THE POSITION:**

- Ability to read, speak, understand, analyze and interpret documents such as client safety/treatment plans, assessment materials and procedure manuals in the English language.
- Ability to write professional/clinical reports and correspondence.
- Ability to speak effectively before groups of clients or employees of organization.
- Must be able to function independently and be able to seek guidance when necessary to assist in working with children and families.
- Knowledge of and ability to use Microsoft Office Suite and web browsers effectively.
- Knowledge of current version of the Diagnostic and Statistical Manual of Mental Disorders.
- Good knowledge of a variety of therapeutic interventions and the models emphasizing empirically validated interventions.
- Knowledge of child/adolescent development.
- Knowledge of substance use disorder issues.
- Knowledge of legal/ethical issues as outlined by licensing board.
- Knowledge of child abuse identifiers, as well as protection services reporting mandates and limits of confidentiality.
- Knowledge of family dynamics.
- Knowledge of anger management and coping skills.
- Basic knowledge of psychotropic medications.
- Excellent writing, communication, organizational and time management skills.
- Skill to maintain a professional, confidential work environment.
- Ability to manage multiple tasks at one time in an efficient manner.
- Excellent problem-solving skills.
- Skill to accurately diagnose and assess clients.
- Ability to relate to children and families in a positive manner.

- Ability to establish and maintain appropriate boundaries with children and families.
- Ability to handle and strictly maintain confidential information.
- Ability to communicate with all customers, i.e., coworkers, administration, clients, vendors, and others in a courteous and professional manner

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and talk or hear. Fine motor skills such as typing, the use of a computer mouse and telephone handset is required. Employee is frequently required to reach with hands and arms. The employee is required to sit, stoop, kneel and crouch. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment involves the normal risks and discomforts typical of an office.