

Squaxin Island Tribe Job Description

Job Title: Mental Health Counselor
Department: Health Clinic
Reports To: Health Clinic Director
FLSA Status: Exempt
TS Range: 10/11
Opening Date: May 27, 2011
Closing Date: Open until filled

SUMMARY: As a professional level counselor, this position provides psychotherapy and mental health guidance for patients. Delivers treatment services which include individual, family and relationship counseling. Maintains the Mental Health program and related files to Tribal, grant and WAC requirements. Provides community health education and information through direct services, community activities and media. Works with other providers as part of a wellness team to ensure client and community needs are met. This position will be within the Behavioral Health Program, but will also work with children at the Tu Ha Buts Learning Center. The hours will be from 10:30 – 7:00, with ½ hour lunch.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provides psychological counseling to all Native Americans and community members seeking help.
- Implements, maintains and coordinates case management for patients per program standards and policies.
- Provides assessments for depression, anxiety panic and other mental health disorders.
- Facilitates referrals to appropriate professional caregivers or agencies.
- Coordinates inter-agency and inter-departmental patient management.
- Provides or coordinates case management for patients on medication.
- Provides crisis intervention.
- Maintain accurate and timely documentation in patient files, per agency accreditation standards and billing requirements.
- Maintains confidentiality of client and family information, issues and case plans.
- Completes billing forms for State, Tribal and Private insurance.
- Arranges and participates in family conferences as appropriate for patient treatment.
- Provides education to the community through newsletter articles, and departmental workshops.
- Teach self-care and wellness to patients.
- Work as part of a team of providers in the Behavioral Health Program toward implementation of the treatment plan.

SUPERVISORY RESPONSIBILITIES: This position has no supervisory responsibilities.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The successful candidate must also be able to gather and analyze information skillfully and use reason even when dealing with emotional topics; focus on solving conflict, rather than blaming, maintain confidentiality, keep emotions under control, and remain open to others' ideas and try new things; treat people with respect, work with integrity and ethically, upholds organizational values; displays original thinking and creativity, meets challenges with resourcefulness develops innovative approaches and ideas and presents ideas and information in a manner that gets others' attention. Approaches others in a tactful manner, reacts well under pressure, treats others with respect and consideration regardless of their status or position.

EDUCATION and/or EXPERIENCE: Master's level Mental Health Therapist currently licensed in Washington State as a Mental Health Counselor, Social Worker or Marriage and Family Counselor with a

minimum of two years of post graduate experience working with individuals and families. Experience working therapeutically with children is required. Experience working with Native American communities is preferred.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conforms to a prescribed style and format. Ability to effectively present information to top management, public groups and/or boards of directors.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane, and solid geometry or trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS: Must be a Washington State Licensed Mental Health Counselor, Social Worker, or Marriage and Family Counselor with a minimum of two years of post graduate experience working with individuals and families. Must have a valid Washington State Drivers License and be insurable under the Tribe's plan. Must successfully pass a background check.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear; the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required for this job include close vision, distance vision and peripheral vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is occasionally exposed to wet or humid conditions (non-weather); works in high precarious places; exposed to fumes or airborne particles or toxic or caustic chemicals. The noise level in the work environment is usually moderate.

CONFIDENTIALITY: Must maintain the utmost strict confidentiality in all work, cases and files pertaining to projects and activities of this position. Any violation of this matter will result in termination of employment.

DRUG FREE WORKPLACE: The successful candidate will be required to have a urinalysis for drug and alcohol screening in accordance with the Tribe's Drug Free Workplace Policy.

INDIAN PREFERENCE: Indian Preference will be exercised in the hiring of this position in accordance with the Tribe's Personnel Policies.

CONTACT: Human Resources Department (360) 426-9781.