



# THE PAIUTE INDIAN TRIBE OF UTAH

440 North Paiute Drive • Cedar City, Utah 84720 • (435) 586-1112

**POSITION TITLE:** Behavioral Health Counselor

**DEPARTMENT:** Health

**DIVISION:** Behavioral Care

**SUPERVISOR:** Behavioral Care Director

**LOCATION:** Shivwits Community Health Center

**STATUS:** Full-time, Exempt, Salary

**PAY:** DOE

**DATE APPROVED:** January 2, 2018

**OPENS:** January 2, 2018

**CLOSES:** until filled (may close early if enough qualified candidates are achieved).

## **JOB SUMMARY**

Provides group, family and individual counseling, crisis response and treatment for clients and their families. Supports and consults with Family Services Specialists, counselors and technicians. Places clients in inpatient treatment using all available resources and helps develop treatment and aftercare programs for clients referred from courts, jail, social agencies, Health and Wellness staff and other professionals. Mentors mental health interns. Works evening hours once or twice a week. Position will be based out of the Shivwits Community Health Center located in Ivins, Utah.

**ESSENTIAL JOB FUNCTIONS** include, but are not limited to, the following.

1. Provides comprehensive intake interviews of patient's mental condition and psychosocial history.
2. Develops and maintains individualized treatment plans.
3. Demonstrates a thorough working knowledge of the DSM-V.
4. Provides 20-24 hours a week of direct billable services to children and adult clients.
5. Provides therapy to address trauma, grief and loss, substance abuse, anger management, dual diagnosis, physical, emotional and sexual abuse, marital therapy and all forms of mood disorders.
6. Conducts assessments and provides counseling in therapist's office, tribal member's homes, incarceration sites, or tribal community health centers.
7. Conducts appropriate group, family or individual sessions, completes clinical case notes in the Athena Electronic Health Record system to support billing.
8. Establishes and maintains patient case files ensuring current quality standards as required by IHS, State and other contracts.
9. Assists in creating/updating standardized forms and departmental policies.
10. Establishes intervention and treatment programs to include suicide prevention, women's groups, parenting groups, domestic violence treatment and any other intervention programs appropriate to the needs of tribal members with behavioral health problems.
11. Keeps accurate records of grant expenditures and adheres to grant requirements.
12. Reviews substance abuse counselor's assessments and supplements findings with a mental health assessment in order to provide a thorough and professional substance abuse evaluation for courts, probation officers and other collaborative partners.

13. Appears with clients in court as necessary.
14. Establishes relationships and follows IHS protocols for placing clients in residential treatment programs, utilizing all available resources including IHS, federal, state, local and private services; oversees the treatment budget of the program.
15. Networks with schools and local agencies to enhance the referral process and expand treatment plans for clients.
16. Participates in outside agencies' staffings and community coalitions in effort to provide coordination and collaboration.
17. Develops and conducts focus group sessions and community based prevention presentations.
18. Coordinates with other PITU staff in providing multi-disciplinary approach to treatment.
19. Attends departmental staff meetings.
20. Meets weekly with Behavioral Health Manager to staff cases and receive feedback.
21. Attends professional training to acquire CEUs as per licensure.
22. Supports co-workers.
23. Fulfills other duties as assigned.

## **GENERAL REQUIREMENTS**

- Must possess a valid Utah Driver License and provide proof.
- Must be insurable through the tribe's insurance.
- Must pass a background investigation.
- Must pass a pre-employment alcohol/drug screening.
- Must be able to pass a drug and alcohol screening.

## **MINIMUM QUALIFICATIONS**

### *Education and Experience:*

- Masters Degree in Human Services related field required.
- 2 or more years' experience in the behavioral health field required.
- Preference given for prior supervisory experience.
- Preference given for fluency in Spanish.
- Work experience with Native Americans preferred.

## **LICENSE REQUIREMENTS**

- **LFMT, LCSW, LPC or CMHC required.** Consideration given to CSW, ALMFT, or ACMHC licensees that are actively working towards obtaining unrestricted license (must be obtained within two years from date of hire).

### *Necessary Knowledge, Skills and Abilities:*

- Ability to maintain a high level of confidentiality.
- Demonstrates respect for and awareness of Native American customs and traditions.
- Ability to deal with people in a manner that shows sensitivity, tact and professionalism.
- Knowledge of the principles and practices of clinical psychology and counseling techniques.
- Knowledge of current social and health problems related to psychological disorders.
- Ability to assess clients' situations and provide crisis intervention according to best interest priorities.
- Knowledge of community resources and referral agencies.
- Knowledge of general case management/life skills services.
- Knowledge of group dynamics.
- Ability to evaluate, diagnose and treat patients.
- Ability to coordinate and link services to clients and assist with monitoring clients' progress.
- Ability to provide objective and timely documentation in a professional manner.
- Ability to effectively organize workload and manage time.
- Ability to speak and write clearly, concisely and effectively.
- Ability to enter, transcribe, record, store or maintain information in either written or electronic form.
- Ability to compose and produce reports, documents and related material.
- Ability to maintain organization in a changing environment.

- Ability to learn assigned tasks and adhere to prescribed department policies and procedures.
- Ability to establish and maintain a harmonious working relationship with co-workers and be a team player.
- Skill in operation of listed tools and equipment.

*The Paiute Indian Tribe of Utah is an equal opportunity provider and employer, subject to the federal laws, regulations and policies requiring or allowing Indian Preference Per Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended.*

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.