



Consolidated Tribal Health Project, Inc.

Behavioral Health Director

Department: Behavioral Health	Reports To: Executive Director
FLSA Status: Exempt	Pay Grade: 9
Classification: RFT	Hours of Work: 40
Covered Position: Yes	Approved: 3/13/19

Job Summary

This position provides administration and supervision of the department and staff; while providing preventive or intervening treatment programs for clients, and specialized services in the behavioral health and substance abuse field.

Job Duties & Responsibilities

- Provides specialized services, such as support groups, individual and family counseling services, domestic violence intervention services, outreach services, behavioral health and substance abuse services as specified within the department scope of work and HIV/AIDS services to the Native American community.
- Ensures accurate record keeping in all client charts and inter-agency contact using the electronic health records (EHR) system.
- Provides in-house training programs, such as alcoholism/drug abuse, domestic violence, HIV/AIDS.
- Facilitates client use of medical and dental health services through inter-department referrals.
- Serves as liaison between CTHP and local social services systems, such as social services, probation/parole, courts, schools and all MOA's to promote the welfare of the Native American community.
- Conducts intake interviews with new clients, assesses and/or diagnoses client needs, and conducts individual, group and/or family counseling sessions.
- Assists the clinic in providing outreach/in-house substance abuse services, alcoholism/drug abuse education, statistics, client contact, and follow-up and referral service to the Native American community within the guidelines of the behavioral health scope of work.
- Assists in determining and identifying the Native American community care needs and existing health care resources within the substance abuse and behavioral health scopes of work.
- Assists in developing plans and proposals for future outreach, substance abuse, and behavioral health program development.
- Assists in developing and formulating comprehensive health programs and necessary support services to complement department program services.
- Provides written measurable objectives for outreach, substance abuse and behavior health projects.
- Provides workshops to the community covering all scope of substance abuse prevention and behavioral health related issues.
- Administers and supervises departmental objectives and staff, as well as encourages internship activities for student growth and experience in the behavioral health field.
- Perform other duties as assigned.

Minimum Qualifications (Education & Experience)

- Master of Social Work (MSW) degree with behavioral health or medical social work background.
- Current State of California licensure as a Licensed Clinical Social Worker (LCSW).
- Five (5) years of experience in behavior health facility or residential treatment setting.
- Three (3) years supervisory experience.
- Proof of valid driver license, with a clean driving record.
- Current CPR/First Aid, or ability to obtain within three months of date of hire.
- A combination of experience, education, and training may substitute for degree requirements on a year for year basis.

Preferred Qualifications (Education & Experience)

- Eight (8) years of experience in behavior health facility or residential treatment setting.
- Indian Preference applies to all Consolidated Tribal Health Project (CTHP) positions in accordance with CTHP Policy and applicable federal law.

Necessary Knowledge, Skills, and Abilities

- Knowledge of theories and research on personality and intellectual growth and development, individual differences, human motivation, and abnormal behavior.
- Knowledge of interview techniques, as well as current trends in the mental health field.
- Knowledge of local, state, and federal resources.
- Strong understanding and sensitivity to American Indian/Tribal culture and lifestyle, working effectively with American Indian/Alaska Native populations.
- Effective oral and written communications skills with sensitivity to lifestyles of targeted participants.
- Skills in operating personal computer using a variety of computer software.
- Ability to perform counseling services with limited supervision and within a framework of standard policies and procedures.
- Ability to establish and maintain cooperative working relationships with management, coworkers, and outside contacts.
- Ability to maintain strict confidentiality and comply with all applicable federal and tribal privacy laws, as well as CTHP policy (HIPAA, HITECH, etc.).
- Ability to learn and apply program/agency operating policies and procedures.
- Ability to manage multiple priorities and tasks concurrently and meet deadlines.
- Ability to work independently as well as with teams.

Working Conditions

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 use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and/or sit. The employee is occasionally required to walk; sit and climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision and depth perception. The noise level in the work environment is usually average.

Conditions of Hire

- In accordance with CTHP policy, all employment at CTHP is "at will" and based on mutual consent. This means that the employee or CTHP may terminate employment at any time and for any reason with or without notice. No term of employment is expressed or implied for this "at-will" position.
- May be required to possess and maintain a valid driver license or capable of obtaining one; as well as be insurable by CTHP's company insurance.
- CTHP complies with the Drug-Free Workplace Act of 1988, whereby employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of drugs or alcohol, and must pass a pre-employment and subsequent random drug and alcohol screening to be eligible for and maintain employment.
- CTHP has several positions which must comply with the P.L. 101-630 Indian Child Protection and Family Violence Protection Act (ICPA); all employment offers in the "covered" classification are conditional until CTHP has received a Federal criminal background check verifying eligibility to work in these programs.
- Due to providing healthcare services, employees are subject to an annual TB screen and flu shot, should an employee opt to not take the flu shot they will be required to wear a face mask during flu season.

This Job Description describes the essential duties and qualifications. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job; management has the exclusive right to alter or add to this job description at any time without notice. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional duties as assigned.

Employee Printed Name

Employee Signature

Date

Supervisor Printed Name

Supervisor Signature

Date