Five Sandoval Indian Pueblos, Inc. Position Classification Description



POSITION TITLE: Mental Health Therapist

CLASSIFICATION: Exempt

DEPARTMENT: Behavioral Health Services

SUPERVISOR: BHS Director

GRADE: E3

<u>Position Summary:</u> Provides mental health counseling and therapy treatment services to individuals, couples, families, and groups with the FSIP tribal communities and local community.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties and Responsibilities:

- 1. Completes written Psycho-Social, Mental Health assessments for individual clients within five (5) working days of the client's admission.
- Treatment issues will include mental health concerns, addictions issues, relationship issues, dual diagnosis, prevention, and therapeutic services in a gender and culturally appropriate manner. Provides out-patient mental health counseling to individuals, groups, and families at the FSIP offices and the communities of Zia, Santa Ana, Cochiti Pueblos, and others sites as appropriate.
- 3. Provides Substance Abuse Education and other Mental Health Support groups as needed.
- 4. Submits proper, timely, ethical billing and documentation of client services provided.
- 5. Attends in-service training and clinical staff meetings.
- 6. Works closely with Behavioral Health Staff to coordinate client treatment and case management services. Coordinates referrals with Supervisor, counselors, Social Services, Schools, Courts and other service providers as needed.
- 7. Provides assistance in alcohol, tobacco, and other substance abuse prevention program as time permits.
- 8. Plans and attends therapeutic site visits in the communities (i.e. meet with parents, community staff, and attend program outings) as needed
- 9. Assists in writing proposals to support new and existing services.
- 10. Abides by the Confidentiality Act

11. Performs other related duties as assigned.

Minimum Qualifications:

Masters Degree in Counseling, Social Work or related field with a minimum of 4 years experience in out-patient Mental Health/Alcohol/Drug treatment systems. Must have experience in a counseling and therapy capacity involving individual, family, and group treatment methods in a Behavioral/Mental Health setting. Prefer experience working with Native American Populations. Must have a valid driver's license and be insurable through the Organizations insurance carrier. Must be able to successfully pass a preemployment drug/alcohol screen and background investigation, including a motor vehicle record check.

Requirements:

- 1. Licensed through the state of New Mexico as LMHC, LMSW, LPCC, LISW, PhD, or PsyD. Prefer independent licensure.
- 2. Valid New Mexico Drivers License.
- 3. Own transportation with valid auto insurance coverage.

Physical Demands:

While performing the duties of this job, the employee regular is required to sit, use hands to handle, type, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk and occasionally is required to stand, stoop, kneel, or crouch. The Employee must occasionally lift and/or move up to 25lbs.

Work Environment:

Work is generally performed in an office	

BHS Program Director	Date
Human Resources Director	Date
Executive Director	Date