

Five Sandoval Indian Pueblos, Inc.

Position Classification Description



POSITION TITLE: Mental Health Therapist
CLASSIFICATION: Exempt
DEPARTMENT: Behavioral Health Services
SUPERVISOR: BHS Director
GRADE: E3

Position Summary: 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.
2. 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

