

# Five Sandoval Indian Pueblos, Inc.

## Position Classification and Description



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**POSITION TITLE:** BHS Clinical Supervisor  
**CLASSIFICATION:** Exempt  
**DEPARTMENT:** Behavioral Health Services  
**SUPERVISOR:** Executive Director  
**GRADE:** E6

### **Position Summary:**

Under the general supervision of the Executive Director, the BHS Clinical Supervisor provides leadership, clinical oversight, and supervision to behavioral health clinicians within a Tribal community-based environment. The Supervisor ensures culturally responsive, trauma-informed, and evidence-based behavioral health practices that reflect the values, priorities, and cultural traditions of the Native communities served. Responsibilities include clinical supervision, review of assessments and treatment plans, crisis intervention oversight, referral coordination, and short-term counseling for adults, children, and families.

This role ensures full compliance with Tribal policies, State and Federal regulations, grant requirements, and professional licensing standards while supporting high-quality, client-centered behavioral health services.

*This list is illustrative of the duties performed and is not all-inclusive.*

### **Essential Duties & Responsibilities:**

- Provides direct supervision to behavioral health clinicians, including hiring and termination recommendations, performance coaching, training, scheduling, and workload distribution.
- Guides and mentors staff in assessment, treatment planning, clinical interventions, ethical decision-making, documentation, and collaboration with external professionals.
- Monitors clinical productivity, documentation timeliness, completion of treatment plans, and adherence to internal BHS policies and clinical workflows.
- Ensures subordinate staff maintain active licensure, certifications, continuing education, and compliance with professional standards.
- Ensures all behavioral health services comply with Tribal, Federal, State, and licensing requirements, including HIPAA, 42 CFR Part 2, Medicaid guidelines, and grant-specific mandates.
- Collaborates with the Executive Director, HR, Finance, and administrative leadership on staffing, quality assurance, program development, and grant deliverables.
- Ensures clinical components of grant scopes of work are implemented accurately, documented appropriately, and reported timely.
- Assists in the development, review, and implementation of policies, procedures, protocols, and regulations governing BHS services.

- Develops, maintains, and audits the peer-case-read process to ensure compliance with internal quality standards, Medicaid documentation requirements, and grant expectations.
- Conducts clinical chart audits to support continuous quality improvement and corrective action planning.
- Prepares monthly statistical reports, outcome summaries, and clinical data required for internal review and funding agency reporting.
- Performs direct client contact through assessment, crisis intervention, referral coordination, treatment planning, and short-term counseling.
- Maintains accurate, timely, and compliant client records and documentation in accordance with Tribal, State, and Federal standards.
- Collaborates with referral agencies, Tribal departments, health care providers, courts, schools, and community partners to support integrated care.
- Provides professional consultation to medical staff, clinicians, case managers, and other service providers regarding clinical issues and client needs.
- Comply with mandated reporting requirements for child and elder abuse or neglect.
- Facilitates or arranges in-service training for clinical staff, including culturally informed practices, evidence-based interventions, and compliance requirements.
- Ensures services are delivered in a culturally respectful manner, integrating cultural strengths, traditional healing practices, and community expectations when appropriate.
- Represents the Behavioral Health Program at meetings, community events, collaborative initiatives, and Tribal functions as assigned.
- Travels to Pueblo communities and other locations to provide services, coordination, or community-based support.
- Participates in program planning, accreditation preparation (if applicable), and strategic development initiatives.
- Performs other job-related duties as assigned.

**Minimum Qualifications:**

- Master's degree in social work with clinical licensure (LMSW/LCSW) and Substance Abuse Certification required.
- Five (5) or more years of behavioral health experience, including assessments, treatment planning, documentation, service coordination, court collaboration, and reporting.
- One (1) year of supervisory or team leadership experience.
- Demonstrated ability to oversee the licensure and clinical requirements of clinical personnel.
- Must possess a valid driver's license and be insurable under organizational policies.
- Must successfully pass a pre-employment drug/alcohol screening, background investigation, and motor vehicle record check.

**Preferred Qualifications:**

- Independent clinical licensure in New Mexico (LCSW, LMFT, LPCC).
- Three (3) or more years of supervisory experience in behavioral health, preferably in Tribal, IHS, or Native-serving organizations.
- Experience working with Native American communities, including strong understanding of historical trauma, cultural healing practices, and culturally grounded behavioral health approaches.
- Experience with SAMHSA, BHSD, TOR, SAPT, SPIP, or other federal/state grant-funded behavioral health programs.
- Training or certification in trauma-informed care, crisis response, motivational interviewing, or culturally adapted evidence-based practices
- Knowledge of Medicaid Behavioral Health documentation standards, billing processes, and compliance requirements.
- Experience in strategic planning, program development, and continuous quality improvement initiatives.
- Ability to speak or understand a local Native language (preferred but not required).

**Knowledge, Abilities, and Skills:**

**Knowledge Of:**

- Tribal, Federal, State, and local laws, regulations, and requirements related to behavioral health.
- Principles and practices of management, supervision, and staff development.
- Clinical, developmental, and counseling psychology.
- Assessment, diagnosis, and treatment modalities across the lifespan.
- Child development and culturally relevant family-centered practices.
- Alcohol and substance use disorders, relapse prevention, and intervention strategies.
- Patient outreach, community resources, referral systems, and interagency collaboration.

**Skill in:**

- Supervising, training, coaching, and evaluating clinical staff.
- Developing, reviewing, and analyzing operational, clinical, and grant reports.
- Maintaining high-quality documentation and clinical records.
- Using electronic health records, word processing, spreadsheets, and database systems.
- Conflict resolution, de-escalation, and managing sensitive situations professionally.

**Ability to:**

- Plan, implement, coordinate, and evaluate client care programs and clinical workflows.
- Maintain strict confidentiality and comply with HIPAA and 42 CFR Part 2.
- Work independently, exercise sound judgment, and meet strict deadlines.
- Communicate clearly and professionally, both verbally and in writing.
- Build strong working relationships with individuals from diverse social, cultural, and Tribal backgrounds.
- Promote a positive, collaborative, and culturally respectful work environment.

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Behavioral Health Services Program Director      Date

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Human Resources Director      Date

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Executive Director      Date