

Five Sandoval Indian Pueblos, Inc.

Position Classification Description



POSITION TITLE: Mental Health Therapist
CLASSIFICATION: Exempt
DEPARTMENT: Behavioral Health Services
SUPERVISOR: Behavioral Health Services Program Director
GRADE: E5

Position Summary:

Provides outpatient mental health counseling and therapeutic services to individuals, couples, families, and groups within the FSIP tribal communities and local surrounding community. Services are delivered in a culturally responsive, trauma-informed manner that honors the values, traditions, and healing practices of the Pueblo and Native communities served. The position collaborates closely with Behavioral Health staff and community partners to ensure coordinated, accessible, and culturally appropriate care.

This list of duties and responsibilities is illustrative only and is not all-inclusive.

Essential Duties and Responsibilities:

- Completes written psycho-social and mental health assessments within five (5) working days of a client's admission.
- Provides individual, group, couples, and family counseling addressing mental health concerns, substance use, co-occurring disorders, relational issues, crisis intervention, and prevention needs.
- Delivers outpatient counseling services at FSIP offices and within Pueblo communities including Zia, Santa Ana, Cochiti, and other sites as needed.
- Provides substance use education and mental health support groups based on community need.
- Submits timely, accurate, and ethical clinical documentation and billing in accordance with organizational, state, federal, and grant requirements.
- Participates in clinical team meetings, case staffing, and in-service training.
- Works collaboratively with Behavioral Health staff to coordinate client treatment planning, case management, referrals, and follow-up services. Coordinates with external partners such as Social Services, schools, courts, and community agencies.

- Participates in community-based therapeutic activities and home/site visits, including engagement with families, schools, and community staff when clinically appropriate.
- Assists in writing or contributing to proposals to support new or expanding behavioral health services.
- Maintains confidentiality in accordance with HIPAA, 42 CFR Part 2, Tribal policy, and organizational standards.
- Supports substance use prevention activities, community outreach, and special events as time permits.
- Performs other duties as assigned.

Minimum Qualifications:

- Master's degree in Counseling, Social Work, Psychology, or a related behavioral health field.
- Minimum of four (4) years of experience in outpatient mental health and/or substance use treatment.
- Experience providing individual, family, and group counseling in a behavioral health setting.
- Valid New Mexico professional license (LMHC, LMSW, LPCC, LISW, LMFT, PhD, PsyD). Independent licensure preferred.
- Must possess a valid New Mexico driver's license and be insurable through the organization's insurance carrier.
- Must pass a pre-employment drug/alcohol screening and background investigation, including a motor vehicle record check.
- Must have reliable transportation with current auto insurance.

Preferred Qualifications

- Independent licensure in New Mexico (LPCC, LISW, LMFT, PhD, PsyD).
- Two or more years of experience working with Native American, Pueblo, or Tribal communities.
- Experience working in a nonprofit 501(c)(3) agency or grant-funded behavioral health program.
- Knowledge of culturally based or traditional healing methods and ability to collaborate respectfully with cultural leaders and Tribal departments.
- Experience with Medicaid billing and Electronic Health Record (EHR) systems.
- Training or certification in evidence-based practices such as CBT, EMDR, Motivational Interviewing, TF-CBT, ASIST, or other approved modalities.
- Knowledge of HIPAA, 42 CFR Part 2, and state/federal behavioral health regulations.
- Experience working in rural or community-based settings.
- Bilingual ability in English and a Pueblo language (preferred but not required).

Work Environment:

Work is generally performed in an office, clinical, or community environment with moderate noise levels. Travel to Tribal communities is required.

Behavioral Health Services Program Director Date

Human Resources Director Date

Executive Director Date