



Vacancy Announcement

Health & Human Services – Behavioral Health

Pueblo of Acoma Human Resources Department P.O. Box 348, Acoma, NM 87034 ■ 505-552-6728 ■ www.puebloofacoma.org

JOB TITLE: Clinical Director (Full-Time w/Benefits) PAY RANGE: \$63,851.52 - \$95,777.92

OPENING DATE: April 23, 2021

CLOSING DATE EXTENDED TO: Open Until Filled

POSITION PURPOSE

Under direct supervision of the Executive Director of Health & Human Services, will be responsible for the clinical quality, operational efficiency, strategic planning, and fiscal management of the Pueblo of Acoma's Behavioral Health Program.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Develops a strategic plan for all program functions by identifying short-term and long-term goals and objectives and conducting community needs assessment.
2. Implements and communicates program goals and objectives. Ensures follow-thru with program goals and objectives by planning, delegating, monitoring and appraising job tasks and results.
3. Develops, implements, and communicates program policies and procedures.
4. Researches grant opportunities and determines relevancy to Program's goals and objectives.
5. Completes grant applications by collecting data consistent with grant requirements and writing narratives demonstrating how funding will be utilized to meet Program goals and objectives.
6. Ensures compliance with existing grants by monitoring projects/activities and submitting required reports and documentation.
7. Achieves financial objectives by preparing annual budget, including operational plans and objectives; recommends staffing and expenditures.
8. Achieves staff effectiveness by coaching, counseling, training, and implementing disciplinary action for employees.
9. Evaluates all programs to plan and implement priorities to meet the needs of the community.
10. Coordinates program planning and development with other community service providers to improve service delivery system.
11. Ensures confidential maintenance of all case files.
12. Manages all contractual agreements between federal, state, and local agencies.
13. Generates, develops, submits, and presents program reports as required by funding agencies or Tribal Administration.
14. Ensures responsible case follow-up and outreach activities.
15. Directs and participates in complex therapy processes.
16. Schedules treatment activities, assigns personnel to cases, and evaluates progress of cases.
17. Assures clinical processes conform to all federal, state, and local regulations, requirements, and procedures.
18. Participates in and leads individual, family, and group consultations and therapy sessions.
19. Develops and implements treatment, intervention, case management, education, and prevention programming.
20. Reviews charting and record keeping systems to ensure all treatment components conform to quality control and quality assurance requirements.
21. Appears in court as needed for issues regarding active clients.
22. Plans, develops, and implements strategies for generating resources or funds for the program.
23. Participates in the Albuquerque Area Inter-Tribal Directors and Certification Board.

24. Conducts regular staff meetings to ensure communication among staff regarding program objectives and related activities.
25. Represents the programs and the Pueblo to external agencies, consultants, and other organizations and individuals, and establishes solid relationships with programs of common interests.
26. Conducts annual program evaluation in accordance with established policies, procedures, program objectives and regulations.
27. Maintains professional and technical knowledge by: conducting research; attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks, participating in professional organizations; and, conferring with representatives of contracting agencies and related organizations.
28. Contributes to a team effort and accomplishes related results as required.
29. Performs other duties as required.

MINIMUM QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none"> • Three plus years work experience in a psychiatric, substance abuse, or clinical counseling treatment setting. • Five plus years work experience in behavioral health clinical management. |
| Education: | <ul style="list-style-type: none"> • Master's Degree in Counseling, Counseling Education, psychology, social services, sociology or relevant field. |
| Other: | <ul style="list-style-type: none"> • Licensed Mental Health Counselor (LMHC) or Licensed Master's Level Social Worker (LMSW) required with establish clinical supervision. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"> • A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers • Knowledge of Pueblo's traditional form of government, culture, and traditions • Knowledge of the functions and structure of the Pueblo of Acoma • Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic • Knowledge of applicable federal, state, county and local laws, regulations, and requirements • Knowledge of the Pueblo's judicial and Drug Court/Wellness Court systems a plus • Knowledge of grant writing and grant administration • Knowledge of DSM 5diagnostic criteria • Knowledge of case management and crisis intervention • Knowledge of Alcoholics Anonymous' 12-step program • Knowledge of managerial and statistical analysis techniques and reporting procedures • Knowledge of records management procedures in a clinical setting and Electronic Health Record systems (E.H.R.) • Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, Digital Storytelling software, presentation software (such as PowerPoint), and PC-based computerized accounting software • Skill in analyzing problems, projecting consequences, identifying solutions and implementing recommendations |

- Skill in conducting interviews and individual and group activities with empathy and enthusiasm
- Skill in making effective decisions in emergency situations
- Skill in preparation of project time lines and staffing plans
- Skill in budget preparation and administration
- Skill in preparing, reviewing, and analyzing operational and financial reports
- Skill in providing leadership to, supervising, training, and evaluating assigned staff
- Ability to communicate effectively in the English language, preferable in the Keres language, both verbally and in writing
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels
- Ability to work effectively with individuals and demonstrate leadership and team-building skills with empathy and enthusiasm
- Ability to work within a highly complex and structured environment while maintaining a creative and flexible problem-solving approach with both participants and colleagues
- Ability to maintain confidentiality
- Ability to work independently and meet strict time lines
- Ability to make solid decisions and exercise independent judgment
- Ability to be persuasive and tactful in controversial situations
- Ability to identify and secure alternative funding or revenue sources
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice to meet program objectives
- Ability to work extended hours and various work schedules and be able to work on a 24-hour on-call basis as required
- Ability to prepare accurate, complete, and legible reports
- Ability to create and present effective presentations regarding program objectives
- Ability to integrate training, experience and common sense sufficient to identify potentially dangerous situations, make effective logical decisions, and exercise the appropriate measure of tact or force to resolve the situation with minimal injury to self or other persons or minimum damage to property
- Ability to accept the dangers and stresses, regimentation, discipline, and time demands of working with children and families involved in abuse and neglect situations
- Ability to interpret and apply tribal, federal, state, county and local laws, regulations, requirements, ordinances and legislation
- Ability to obtain and maintain CPR and First Aid certification within three months of employment
- Ability to perform other duties as assigned

PREFERRED QUALIFICATIONS

- Licensed Independent Professional Clinical Counselor (LPCC) or Licensed Independent Social Worker (LISW)
- Keres speaking

INDIAN PREFERENCE

The Pueblo of Acoma has implemented an Indian Preference Policy. It is the policy of the Pueblo of Acoma to give preference to any qualified person who is an enrolled member of a federally recognized Tribe.

The application of Indian Preference is not automatic. Applicants requesting consideration for Indian Preference must provide valid Tribal enrollment documents certifying his/her Indian blood quantum.

Aside from employment preference as provided in this section, the Pueblo of Acoma shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination. An employee will be asked to sign a confidentiality statement upon hire.

Background investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Health Requirement: None

Driver Check: All applicants must possess a current valid Driver's License and must be insurable through Tribal Automotive Insurance Carrier to qualify for position.

Drug screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and may be subject to random drug testing.

To apply, applications are available in the Acoma Human Resource (HR) Office or on-line at www.puebloofacoma.org. All applications must be submitted to the Acoma HR Office for consideration by the closing date of the announcement. All applicants will be given consideration; however, not all applicants will necessarily be contacted or interviewed.

VA0332021

Pueblo of Acoma is a Drug Free Workplace

FIRST AMENDMENT: This amendment revises the previous vacancy announcement to extend the closing date. Applicants who applied for the previous advertised vacancy announcement will remain in active status and need not apply to this notice.