



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 Supervisor (Full-Time w/Benefits) PAY RATE: \$DOE

OPENING DATE: January 10, 2022

CLOSING DATE: February 11, 2022

POSITION PURPOSE

Under direct supervision of the Director of Behavioral Health, conducts comprehensive intake assessments and provides individual counseling, group counseling, and intensive outpatient treatment to individuals with mental health, substance abuse and other co-occurring issues.

Clinical supervisor will provide day-to-day supervision including the coordination and delegation of work/assignments, staff coverage, and performance evaluations. Clinical Supervisor will be responsible for the day-to-day supervision of Clinical Staff and other Behavioral Health Staff. Incumbents in this position may assist the Behavioral Health Clinical director in administrative functions.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Perform initial screening to determine appropriateness and eligibility of services; conducts intake and orients new clients. This position has primary function of serving clients in the courts and outreach to schools and community.
2. Conduct a comprehensive mental health and substance abuse assessments of clients identifying strengths, weaknesses, problems, and the needs for the development of the treatment plan within three (3) business days.
3. Identify and prioritize needs and establishes treatment plans with clients.
4. Provide individual, group, couples, and family counseling to assist the client in the goal of achieving a healthy lifestyle.
5. Manage treatment plans for clients to include multiple service plans incorporating referrals and follow-up with other agencies and resources.
6. Maintain positive relations with community members, organizations, and agencies by educating and informing mental health, substance abuse, co-occurring, recovery related topics, available services and resources; ensures recreational, social, and cultural activities are geared toward the understanding of co-occurring issues and prevention of co-occurring problems.
7. Complete documentation for treatment plans, progress notes, discharge summaries, and other client-related data within 24 hours of client contact.
8. Complete monthly progress reports for all clients on caseload; conducts 90-day treatment reviews; and conducts incident/relapse assessments for clients when indicated.
9. Maintain confidential clinical files on all referrals in adherence with HIPAA requirements, 42 CFR Part 2 and Pueblo of Acoma Health & Human Services-Behavioral Health Services Policies and Procedures.
10. Meet with social works, juvenile probation officers, nurses, psychologists, psychiatrists, physicians, and Indian practitioners to exchange information with established guidelines.
11. Help client to develop an aftercare plan to ensure continued support for clients upon release from the program.
12. Develops relationships with other programs and agencies such as New Mexico State Children Youth and Families, New Mexico State Department of Corrections, Grants DWI program, Bernalillo County Probation Department, Pueblo of Laguna Tribal Courts and Probation, Bureau of Indian Affairs Social Services, the Pueblo of Acoma Social Services, etc. to ensure a resource network with other programs and agencies dealing with behavioral health issues.
13. Transport clients to and from service agencies or outside activities as needed.
14. Participate in community outreach and education efforts through Prevention activities and events.
15. Update 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.

16. Supervise multi-disciplinary staff of five or more clinicians/peer support workers; confers with staff regularly regarding techniques used, case progress, and related matters for the purpose of promotions and evaluating professional development and assuring quality of care, as well as reviewing work in progress.
17. Conduct regular case conferences with clinicians and interns for supervision and consultation; reviews behavioral health case records and selects cases for discussion; supervises staff in assessing social, emotional and economic causes of problem behavior and mental or emotional disorders in a developing and modifying treatment and approves alternative plans; is responsible for assignment and reassignment of employee caseload.
18. Coordinate the assignment of cases, conducts staff meetings and provides training; schedules staff to provide for clinic coverage; evaluates work performance; assists in disciplinary proceedings.
19. Maintain a small caseload or handles some of the more complex cases; performs a variety of direct clinical, diagnostic, treatment, and outreach services.
20. Ensure compliance with related Tribal, Federal, State and local regulations, as well as departmental policies and procedures.
21. Participate in the establishment or revision of policies and procedures, guidelines, goals and objectives.
22. Provide consultation to student intern and non-Behavioral Health Staff regarding Behavioral Health Care services, programs, and guidelines.
23. Assist the Director of Behavioral Health with program planning, implementation and evaluation activities.
24. Contribute to a team effort and accomplishes related results as required.
25. Perform other duties as required.

MINIMUM QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none"> • Two years experience in treatment of mental health, substance abuse, and co-occurring disorders or related field. • Two years supervisory experience |
| 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"> • Current valid State of New Mexico Licensure: Licensed Profession Clinical Mental Health Counselor (LPCC) or licensed Independent Social Worker (LISW) |

PREFERRED QUALIFICATIONS

- Prior experience working in American Indian communities
- Keres speaking

MANDATORY KNOWLEDGE, SKILLS & ABILITIES

- A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
- Certified in CPR and First Aid within three months of employment
- Knowledge of traditional form of government and pueblo customs 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 system
- Knowledge of Drug Court/Wellness Court systems
- Knowledge of the principles, practices and theory of mental health counseling and addictions treatment
- Knowledge of records management procedures
- 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 maintaining accurate records
- 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 analyze situations and adopt appropriate courses of action
- 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 define problems collect data, establish facts and draw valid conclusions
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice and a desire to help when dealing with people
- 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 demonstrate excellence in everything, and continually seek improvement in results
- 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 interpret applicable federal, state, county and local laws, regulations, requirements, ordinances and legislation
- Ability to successfully pass pre-employment and random drug/alcohol screen
- Ability to operate a motor vehicle
- Ability to perform other duties as assigned

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.

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Pueblo of Acoma is a Drug Free Workplace.