

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION

P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT

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JOB ANNOUNCEMENT

TITLE: Behavioral Health Counselor
DEPARTMENT: THHS – Counseling & Family Services
SALARY: \$ 26.94 - \$30.18 G14-15/ S1
OPENS: March 28, 2022
CLOSES: April 8, 2022
CAREER STATUS: EXEMPT – CONDITIONAL UPON SUCCESSFUL 90 DAY PROBATIONARY EVALUATION & BUDGET APPROPRIATIONS

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify your eligibility for preference and your job qualifications. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.

GENERAL STATEMENT

Shoshone-Bannock Tribal Health and Human Services Counseling & Family Services is responsible for effective delivery of Mental Health service to the Tribal Membership and to eligible Native American recipients.

This position provides quality Mental Health service aligned with the THHS department mission statement, strategic plan and the Counseling and Family Services program's scope of work. Works in compliance with policies and procedures governing the Counseling and Family Services program, Tribal Health & Human Services (THHS) Department, Tribal Management Systems, funding source assurances, and established professional practices.

The Tribal Health and Human Services department implements continuous quality improvement practices. Professional development is encouraged through a combination of work experience, self-study, formal training, and education. Career advancement is possible when advanced health care professional proficiencies, education, certifications; licensures are acquired and result in significant service delivery improvements and significant expansion of position responsibilities.

SUPERVISION

Position is supervised and evaluated by the Counseling & Family Services Program Manager/Clinical Coordinator and under the general supervision of the Tribal Health and Human Services Director. May supervise and evaluate program personnel as specified in position descriptions, applicable THHS policies, and the Tribal Personnel Manual.

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DUTIES & RESPONSIBILITIES

Incumbent will be an active participant in a multi-discipline mental health/behavioral health treatment team. Provide services which include at a minimum: health promotion/disease prevention activities, screening, comprehensive diagnostic assessments, psychotherapy which will include: individuals, couples, children, adolescents, families and groups.

Services will also include treatment planning, case management, consultation and referral to community in accordance with THHS, IHS and CFS policies and procedures and professional standard of care.

Will provide when necessary, crisis triage and intervention during regular business office hours. Will serve on the rotation schedule for after hour's crisis triage, as a member of the Crisis Intervention Team (CIT).

Will deliver services in accordance with THHS and Indian Health Services Manual requirements for Mental Health Practitioners. Chart clinical data which includes: intake assessment, treatment plan, diagnosis, progress note, prepares and maintains case records for the purpose of treatment, referral, peer reviews and program evaluation.

Submit monthly workload accomplishments, narrative reports of activities and other special reports as assigned such as peer reviews.

Evaluates existing services and trends, evidenced by workload demands, sources of referrals, identifies type of client/cases, community expectations, and availability of other resources. In consultation with the CFS Program Manager, determines services necessary to meet the needs of the clientele and services demands of the community with available resources.

Utilizes knowledge and understanding of the Shoshone-Bannock people and resources available to provide mental health consultation to professional and administrative staff in the community, contract care providers, and local health and welfare agencies in order to promote both better understanding and appropriate services.

Participates in community wide planning and will assist in the implementation of plans to resolve complex problems. Will assist in improving coordination of existing services or develop programs for individuals with a wide variety of mental illnesses and psycho/social problems.

Establish and maintain membership of the Joint Medical-Professional Staff, implements quality assurance procedures in accordance with existing Indian Health Service, Tribal Health and Human Services and Counseling & Family Services policies and national accreditation standards. Develops and implements performance oriented standards and monitors performance improvement activities.

Participates in committees and meetings as assigned. Committees will include but not limited to Medical-Professional Staff and the Crisis Intervention Team.

Actively participates in weekly staff meetings, staff development and in-services training. Incumbent must maintain continuing education units and take an active role in promoting their personal staff development.

Common THHS Staff Responsibilities:

May presents information to the Health Board and Fort Hall Business Council as assigned.

Participates with the department's strategic planning processes. Serves as a resource person to the Program Manager and Tribal Health Administration in program planning and evaluation.

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Prepares for and maintains Accreditation Association for Ambulatory Health Care (AAAHC) accreditation standards for position. Participates in quality improvement projects to enhance or optimize service delivery and program operations. May be assigned to AAAHC committees as appropriate.

MAINTAINS STRICT CONFIDENTIALITY OF ALL PROGRAM INFORMATION INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of patient/client protected health information and/or confidentiality will be subject to appropriate disciplinary action, up to and including termination from employment.

Responsible for modeling high standards of honesty and integrity in all matters relating to employment with the Shoshone-Bannock Tribes. Required as a condition of employment to conduct them self both on and off the job in a manner that brings credit to the Tribal Government.

Duties and responsibilities will include other activities needed to carry out the THHS department and program functions.

Demonstrates fully effective to exceptional performance for each evaluation factor including but not limited to:

- Has a reliable attendance record and is a dependable and accountable employee
- Is pro-active and completes tasks in a timely manner
- Communicates in a clear, concise, and timely manner
- Establishes professional working relationships with all job contacts.
- Projects a professional attitude and appearance.
- Participates in continuous quality improvement, professional development, course work, and training opportunities to enhance service delivery and career development.
- Ensures compliance with AAAHC standards for position's scope of work
- Completed all mandatory THHS required trainings and quarterly drills.
- Complies with the THHS Employee Health Policy and annual immunization schedule.
- Complies with THHS Policy Manual
- Complies with Tribal Management Systems policies and procedures.
- Maintains a secure workstation that protects patient/client information in compliance with THHS department information security rules of behavior.

QUALIFICATIONS

The qualification requirements and compensation assignments are progressive and aligned with the following levels of education and experience:

- 1 years of experience with a Master's degree (G14/1) LMSW, LPC
- 2 years of experience with a Master's degree (G15/1) LCSW, LCPC, LMFT
- Other essential qualifications: must possess current unencumbered license for independent practice in a State, eligible for Idaho State licensure within six months. After six months an Idaho State License will be required to maintain this position.

Must be skilled in current computer applications including word processing, spread sheets, search engines, browser basics, common keyboard commands, basic hardware terminology.

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Applicants who are being considered for a job offer will receive a pre-employment reference check that must verify an employment history that demonstrates creditability, dependability, and exceptional employment history. The Tribes will complete a criminal history background check in compliance with job specific requirements. The results must indicate suitability for employment.

Positions that have regular contact or control of children will receive a background check in compliance with the Indian Child Protection and Family Violence Prevention Act (25 CFR Part 63) and the screening results must indicate suitability for position.

Must have a valid Idaho driver's license and be insurable under the Tribe's insurance carrier.

Preferred Knowledge, Skills, and Abilities:

Knowledge of the Shoshone-Bannock Tribes culture and traditions and/or languages.

Knowledge of the applicable Federal, State, and Tribal laws, statutes rules, regulations pertaining to position's scope of work.

Knowledge of the Health Information and Portability and Accountability Act (HIPAA), and privacy laws.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with Chapter 2; Section 2-04 of the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

IMPORTANT APPLICATION CRITERIA

Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.

Applicants not living in the local area may submit a cover letter, resume, and supporting documents in lieu of an application as an initial statement of interest for a particular job announcement. However, the applicant must follow-up with an official tribal application.

Telephone calls are not accepted in place of an employment application or letter of interest.

When the position qualifications requires a driver's license, education, or professional credentials, the applicant must submit copies of certificates, licenses, official college transcripts from an accredited college listing degrees earned and other supporting documentation that verifies required qualifications. Applicants who do not provide supporting documents will be disqualified.

Applicants who have a current application on file are required to submit a letter of interest for each position in which they want to be considered for. The letter should address how they meet each qualification. Supporting documents must also be submitted.

Veterans who have met the minimum qualifications and who provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.

To verify Indian Preference Shoshone-Bannock Tribal member applicants must provide a copy of their tribal

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enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood from their tribal enrollment office or from the Bureau of Indian Affairs.

Pre-employment applicants being considered for employment or a political appointment must submit to an alcohol and drug screening prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Shoshone-Bannock Tribe. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 90 days thereafter per the Shoshone-Bannock Tribes Substance Abuse Policy, Resolution PRSL-05-0732.

The Shoshone-Bannock Tribes will conduct a criminal and employment background check on new employees to ensure suitability for the position applied to.

A **completed** Tribal Employment application must be submitted to the Shoshone-Bannock Tribes, Personnel Department, P.O. Box 306, Fort Hall, ID 83203. Applications are accepted until **5 p.m.** on the closing date.