

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION
P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT
Phone: (208) 478-3856/(208) 478-3857
(208) 478-3850/(208) 478-3750
Fax: (208) 478-3950

POSITION DESCRIPTION

TITLE: BEHAVIORAL HEALTH MANAGER

DEPARTMENT: TRIBAL HEALTH AND HUMAN SERVICES (THHS)
Counseling & Family Services

WAGE OR SALARY: GRADE 15-17-E8 DOEE

OPENS: August 22, 2022

CLOSES: September 2, 2022

CAREER STATUS: EXEMPT - CONDITIONAL UPON SUCCESSFUL
PROBATIONARY EVALUATION AND 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

This is a management position subject to career advancement as defined in the qualification section of this position description. Shoshone-Bannock Tribal Health and Human Services is responsible for effective delivery of Behavioral Health service to the Tribal Membership and to eligible Native American recipients.

This position provides quality Behavioral Health services aligned with the THHS department mission statement, strategic plan and the Counseling and Family Services/Four Directions Treatment Center program's scope of work. Works in compliance with policies and procedures governing the Behavioral Health programs, 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.

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SUPERVISION

Position is supervised and evaluated by the Tribal Health and Human Services Director. Will supervise and evaluate program personnel as specified in position descriptions, applicable THHS policies, and the Tribal Personnel Manual.

DUTIES & RESPONSIBILITIES

Responsible for the development, implementation and day to day operations of the integrated Behavioral Health Program. Will plan, organize, direct, manage services and financial budgets, oversight of contracts and grants for compliance and coordinate multidisciplinary and ancillary support staff in the provision of Behavioral Health services. Will direct staff in clinical professional and/or administrative matters.

Will supervise the Mental Health Clinical Supervisor and the Substance Use Disorder Clinical Supervisor, using strong management and communication skills as well as problem-solving skills and the ability to participate effectively in the decision-making process.

Will manage a comprehensive twenty-four hour Substance Use Disorder (SUD) Adult Residential Treatment program, the adult and adolescent outpatient treatment, intensive outpatient treatment, aftercare and continuum of care for SUD services in accordance with American Society of Addiction Medicine (ASAM) standards. Manage and evaluate standards of care and accreditation for residential services and provide guidance to maximize program effectiveness through use of all available resources in providing comprehensive services to persons served.

Administer the delivery of services in accordance with THHS requirements for Mental Health and Substance Use Practitioners. Provides daily administrative oversight to the team, with technical supervision of licensed clinical staff exercised in accordance with scope-of-practice guidelines.

Monitor the coordination and integration of treatment planning, case management, consultation and referral to community services in accordance with THHS, Joint IHS/THHS and Behavioral Health (CFS/FDTC) policies and procedures and professional standards of care.

Conducts weekly staff meetings, staff development and in-service trainings to promote, communicate and initiate established policies and procedures and to monitor program activities and their effectiveness. Will maintain continuing education units and take an active role in promoting their personal staff development.

Interviews, selects, hires and evaluates professional and support staff; plans and oversees the proper orientation, training, development and supervision of all assigned program staff.

Will coordinate an integrated Crisis Intervention Team (CIT) and the primary residential treatment (PRT) on-call team. Serve on the rotation schedule for after-hours crisis triage, as a member of the CIT and PRT. Will provide administrative and/or clinical (dependent on licensure) support to CIT triage.

Will compile and submit monthly workload accomplishments, narrative reports of activities and other special reports as assigned.

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 Tribal

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Health and Human Services Director determines services necessary to meet the needs of the clientele and service demands of the community with available resources.

Utilizes knowledge and understanding of the Shoshone-Bannock people and resources available to provide behavioral 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 health illnesses, substance abuse disorders and psychosocial problems.

Implement quality assurance procedures in accordance with existing THHS, Joint IHS/THHS, and Behavioral Health (CFS/FDTC) policies and national accreditation standards. Develops and implements performance oriented standards and monitors performance improvement activities.

Develop, manage and report coordinated budgets. Actively identify potential grant opportunities, administer and report according to funding/grant guidelines. Maximize revenue opportunities.

Will participate in committees and meetings as assigned. Committees will include but not limited to Joint THHS Executive Committee, SBT Supervisors meeting, THHS Managers meeting and the Crisis Intervention Team. Will assign staff to appropriate committees.

Common THHS Staff Responsibilities:

Writes monthly, quarterly, and annual reports, which contain statistical updates following guidelines set by THHS Administration. Presents information to the Health Advisory Board and Fort Hall Business Council as assigned.

Participates with the department's strategic planning processes. Establish long and short-term program goals and objectives that include timelines for accomplishment. May establish priority projects, goals, and objectives using community assessments, program trends, or funding agency requirements. Serves as a resource person to the Tribal Health Administration in program planning and evaluation utilizing information identified through conducting ongoing evaluation of program services.

Prepares for and maintains AAAHC (or other appropriate to residential treatment) Accreditation standards within the Behavioral Health program. Will participate a survey (every 3 years). Is a member of the THHS Executive Committee and is directly involved with AAAHC (Accreditation Association for Ambulatory Health Care) compliance standards, OSHA, and other standards and regulations. Develops and implements Performance Improvement Projects to enhance or optimize service delivery and program operations. The THHS Director assigns Managers to AAAHC committees as appropriate.

MAINTAINS STRICT CONFIDENTIALITY OF ALL PROGRAM INFORMATION INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of 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

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the job in a manner that brings credit to the Tribal Government.

Motivates department personnel and peers toward future goals. Monitors and evaluates program performance and accomplishments; assesses overall effectiveness and efficiency and provides appropriate incentives, guidance.

Interfaces with grant agency and Tribal management system personnel to assure programs are managed in compliance with applicable regulations and Tribal Management System policies and operating procedures governing Personnel, Finance, Contracting, Administration, Records, Facilities and Property. Takes corrective action when fiscal, contracting, human resource or other administrative problems are identified.

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 AAHC 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 level of education and experience achieved at the initial time of hire. Incumbents who enter employment at the lower grade assignments may qualify for grade advancements when they achieve advanced levels of education and experience, which results in significant service delivery improvements and expanded position responsibilities.

Professional experience in multidisciplinary mental health and/or substance use disorder treatment program administration/management, which includes experience in administrative management and/or clinical supervision that demonstrates possession of the knowledge and abilities.

AND

G 15: Bachelor in Health Related field, with 5 years supervisory experience

G 16: 8 years supervisory experience

G 16: Master in Health Related field, with 2 years supervisory experience
G 17: 5 years supervisory experience

G 17: Doctorate in Health Related field, with 2 years supervisory experience
E 08: 5 years supervisory experience

Two-Step increase upon successful completing and maintaining each of any of the following: Professional behavioral health related License within the State of Idaho

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

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

You must turn in all supporting documents to be eligible for this position.

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 require a driver's license, education, or professional credentials, the applicant must submit copies of certificates, licenses, official college transcripts from an accredited college that indicate the degree(s) received, as well as any 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 US military service are entitled to receive preference points during the interview process.

To verify Tribal member preference, applicants must provide a copy of their tribal enrollment card. To verify Indian preference, non-enrolled member and non-member Indian (enrolled in another federally-recognized Indian tribe) applicants must provide a Certificate of Indian Blood from their tribe or from the Bureau of Indian Affairs.

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 Tribes. 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 Alcohol and Drug Free Workplace Policy.

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

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 **5:00 P.M.** on the closing date.