

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION

P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT

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JOB DESCRIPTION

TITLE: BEHAVIORAL HEALTH SPECIALIST
DEPARTMENT: TRIBAL HEALTH & HUMAN SERVICES – Behavioral Health
SALARY: \$28.03 - \$33.40 G14 or G15 DOEE
OPENS: January 15, 2024
CLOSES: January 26, 2024
CAREER STATUS: **EXEMPT** – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

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

GENERAL PURPOSE:

Shoshone-Bannock Tribal Health and Human Services Behavioral Health Program is responsible for effective delivery of Mental Health services 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 Behavioral Health Program's scope of work. Works in compliance with policies and procedures governing the Behavioral Health 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 Mental Health Clinical Supervisor and general supervision of the Behavioral Health Manager. May supervise and evaluate program personnel as specified in position description, applicable THHS policies, and the Tribal Personnel Manual.

BEHAVIORAL HEALTH SPECIALIST

Approved 1/9/24 DA3296

DUTIES AND RESPONSIBILITIES:

Incumbent will be an active participant in a multi-discipline behavioral health treatment team. Provide services which include: 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, Indian Health Services (I.H.S) and Behavioral Health policies and procedures and professional standard of care.

Incumbent will deliver services in accordance with THHS and I.H.S. Manual requirements for Mental Health Practitioners. Chart clinical data which includes: comprehensive diagnostic assessment, treatment plan, diagnosis, progress note, prepares and maintains case records for the purpose of treatment, referral, peer reviews and program evaluation.

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

Will provide case management assistance to clinical staff. This will include, writing letters for clients, releases of information, service verification, and disability determination forms, other duties as requested.

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 provides, and local health and welfare agencies in order to promote both better understanding and appropriate services.

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

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

Incumbent will participate in committees and meetings as assigned. Committees will include but not limited to Medical-Professional Staff, Fetal Alcohol Spectrum Disorder Team, Health Promotion Disease Prevention, and the Crisis Intervention Team.

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.

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 Mental Health Clinical Supervisor, determines services necessary to meet the needs of the clientele and service demands of the community with available resources.

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 Manger and Tribal Health Administration in program planning and evaluation.

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, this is a career advancement position:

- **Grade 14/1** - Master's degree with LMSW, LPC, LMFT

- Other essential qualifications: must possess current unencumbered license for independent practice in a State, eligible for Idaho State licensure within three months
- **Grade 14/2** - Master's degree with 1 year post graduate experience LMSW, LPC, LMFT
 - Other essential qualifications: must possess current unencumbered license for independent practice in a State, eligible for Idaho State licensure within three months
- **Grade 14/3** – Master's degree with 2 years post graduate experience LMSW, LCP, LMFT
 - Other essential qualifications: must possess current unencumbered license for independent practice in a State, eligible for Idaho State licensure within three months
- **Grade 15/1** - Master's degree with 2 years post graduate experience LCSW, LCPC, LAMFT
 - Other essential qualifications: must possess current unencumbered license for independent practice in a State, eligible for Idaho State licensure within three months
- **Grade 15/2** - Master's degree with 3 years post graduate experience LCSW, LCPC, LAMFT
 - Other essential qualifications: must possess current unencumbered license for independent practice in a State, eligible for Idaho State licensure within three months
- **Grade 15/3** – Master's degree with 4 years post graduate experience LCSW, LCPC, LAMFT
 - Other essential qualifications: must possess current unencumbered license for independent practice in a State, eligible for Idaho State licensure within three months

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 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.

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at www.sbtribes.com. Applications can be sent via email to recruitment@sbtribes.com or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

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

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

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