



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •



Human Resources Department

PO Box 279 La Push, WA 98350
(360) 374-4366/4367 Fax (360) 374-4368

JOB ANNOUNCEMENT

Position Title: BEHAVIORAL HEALTH DIRECTOR
Supervisor: Health Center Director
Salary: DOE/Q
Opens: February 25, 2019
Closes: March 1, 2019

POSITION SUMMARY:

The Behavioral Health Director provides direct client services primarily in an outpatient setting and is responsible for oversight and managing the administrative and clinical aspects of Behavioral Health Services. He/she will be part of the health operations team and play a critical role in providing strategic leadership and decision making that ensure long-range goals and objectives are progressive and measurable. The Behavioral Health Director must ensure clients are receiving quality care, continuous quality improvement issues are identified and implemented, budgets are properly developed and managed, and generated funds are maximized to assure sustainability of services. This position will supervise all contractual and behavioral health staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversees the day-to-day operations of the Behavioral Health program, including quality assurance, continuous quality improvement initiatives, budget development and oversight, and program planning and development of all behavioral health services.
- Provides direct counseling and case management services to patients, consisting of individual, group, family and educational services; including assessment, counseling and aftercare/transitional services.
- Provides clinical supervision and oversight of all Mental Health and Mental Health Associates, Chemical Dependency Professionals (CDP's) and trainees (CDPT's,) Prevention and Intervention Specialists, Behavioral Health Aides, Peer to Peer and/or Recovery Coaches, interns, volunteers, and other program staff.
- Assures program and services are integrated with primary care, dental and other programs and services offered by the Tribe, including the Tribal Court, School, Law Enforcement, Substance Abuse Programs, and Tribal Social Services.
- Supervises client referrals to and participation in the Transitional Housing Programs, will collaborate with Tribal Housing Representatives to develop and review comprehensive Transitional Housing policies which support safe and sober housing, while expanding services to support successful client engagement and long-term individual, family and community health outcomes.
- Leads case reviews to develop and/or monitors the efficacy and delivery of Individual Service Plans (ISP's) and reevaluates as necessary according to applicable regulations.

- Oversees the Health Department's Quileute Wellness Center to include: Developing policies and procedures manuals, budget development and monitoring, strategic planning, marketing and program infrastructure development.
- Prepares and coordinates written performance appraisals/evaluations of all Behavioral Health clinical personnel every six (6) months per policy, as well as progressive discipline procedures assuring consistent and fair administration.
- Coordinates assignments concerning intake/assessment, individual counseling, group sessions, and educational programs, to include community-based projects.
- Monitors the accuracy of problem-oriented records systems by implementing regular audits of records and case files for each Behavioral Health providers.
- Assist grant writers with the development of grant proposals focused on expanding service delivery of the Behavioral Health program.
- Responsible for grant administration, monitoring of deliverables, and timely submission of reports to be in compliance with grant conditions
- Responsible for the development of internship and recruitment/retention opportunities to support both program growth and clinical excellence.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Exhibit strong organizational, communication and leadership skills within a collaborative work environment and together with all divisions, develop solutions and strategic initiatives.
- Skilled in strategic planning, ability to identify problem areas, and develop and implement strategies for change.
- Excellent written and oral communications to represent the Tribe's position at delegated meetings, conferences and trainings in matters pertaining to the delivery of behavioral health and associated care.
- Ability and understanding of how to integrate cultural practices and strengths into treatment and service delivery.
- Strong interpersonal and communication skills and ability to work with a wide range of constituents in a diverse setting and knowledge of legal and ethical issues related to patient and/or client rights.
- Knowledge of standard medications and protocols utilized for the stabilization for both Mental Health and Substance Use Disorders and the ability to monitor, refer and consult appropriately with ancillary providers for patient/client stabilization.
- Knowledge in interpreting and analyzing diverse data and proficient in research analysis.
- Knowledge and skilled in budget preparation and monitoring.
- Knowledge of local and regional services, to include associated health care entities and vocational rehabilitation.
- Knowledge of Tribal Sovereignty and Government, historical factors and current issues pertaining to Indian Country.
- Knowledge and experience of trauma focused care and the application of effective, evidenced based interventions to support successful patient outcomes.
- Must possess exceptional computer skills, (i.e., Microsoft Office software)
- Must possess exceptional organizational and time management skills.
- Must possess knowledge of Budget, Finance and Compensation requirements.
- Ability to work effectively and efficiently under pressure.
- Ability to work collaboratively with Tribal leadership and community representatives on identification of need, development, expansion and delivery of associated services.
- Ability to work collaboratively and independently to achieve stated goals.

MINIMUM QUALIFICATIONS:

- A Master's Degree from an accredited college or university with a minimum of five (5) years of experience in the field of Mental Health and Chemical Dependency.
- Certification as both a mental health provider (LMHC, LMFT, or LICSW) and as a Chemical Dependency Professional (CDP) to support ongoing integration of Behavioral Health services. Clinical license must be in good standing and valid at the time of application or must have the ability to obtain such in Washington State within 90 days of application.
- Experience and knowledge of working with Native American/Alaska Native populations.
- Meets all Washington State requirements as stated in WAC 246-809 and 246-811.
- Must be able to pass a pre-employment and random drug testing and a security background check. Candidate must acknowledge and agree to maintain a drug-free workplace as a condition of employment.
- Must have a valid Washington State Driver's License.
- Applicants shall have no history of evidence of alcohol or other drug misuse for a period of two years immediately prior to the date of employment and while employed.
- Applicants shall conduct themselves ethically and professionally at all times.
- Position will require travel, capacity to work remotely and respond to crisis calls 24/7.

Indian preference will apply. The Quileute Tribe will give hiring preferences to fully qualified Quileute Tribal applicants, then a qualified Native American/Alaskan Native and lastly, other qualified candidates. The Quileute Tribe is an equal opportunity and Affirmative Action Employer. **In order to attain consideration for Tribal member/Native American preference, applicant must submit a copy of Tribal Enrollment card or CIB which indicates enrollment in a Federally Recognized Native American Tribe**

HOW TO APPLY:

Please submit a resume and The Quileute Tribe application to the following address:

The Quileute Tribe
Ms. Gina Gonzales-Leva, HR Director
Department of Human Resources
P.O. Box 279
La Push, Washington 98350

EXCEPT AS PROVIDED BY THE INDIAN PREFERENCE ACT (TITLE 25 U.S. CODE SECTIONS 472 & 473), The Quileute Tribe does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.