



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 083-19

OPENING DATE: 05/02/2019

CLOSING DATE: 05/15/2019

POSTED: IN & OUT

POSITION: Clinical Supervisor
PAY GRADE: E7 (\$21.92/ph to \$26.85/ph)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Health-Behavioral Health
REPORTS TO: Behavioral Health Program Manager
BACKGROUND LEVEL: Child Care

JOB PURPOSE:

Provides clinical supervision to a multidisciplinary team of therapists, counselors, and case managers in an outpatient setting. Ensures quality care and adherence to policies and ethical standards; works closely with the Program Manager to develop and enhance program services.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Leads direct service delivery of individual, couple, family and group therapy, including psychological testing.
- Oversees services delivered from activation of a case, to discharge or termination of client and family from therapeutic services.
- Follows up to determine effectiveness and reliability of treatment used; changes method and degree of therapy as indicated.
- Provides counseling, therapy and psychotherapy to clients and families as appropriate to the position and license; prepares treatment and discharge plans; provides therapeutic crisis intervention and emergency services as required.
- Fills in for vacant positions within the program as needed.
- Establishes and maintains case files, referrals, and other related documents for the treatment of clients; prepares related documentation for civil commitment hearings or other legal proceedings.
- Ensures thorough and accurate documentation related to client care.
- Provides teaching, consultation, and in-service training as needed.

- Maintains standards and practice in accordance with applicable laws, regulations and requirements, as well as professional standards.
- Works with other health providers, community and tribal agencies to manage and coordinate client care.
- Develops and implements community outreach, prevention and education activities.
- Serves as liaison to community organizations and schools as needed.
- Collects, reports and analyzes data to meet reporting requirements and to assure the availability of reliable and useful program information.
- Hosts regular staff meetings to ensure communication among staff regarding program-related activities.
- Assures compliance with court-ordered treatment and may provide liaison activities with the courts.
- Maintains current working knowledge of trends in behavioral health and management.
- Keeps leadership and other departments informed of status of department activities by attending meetings and submitting reports.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Maintains confidential information.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Supervises therapists and counselors in the treatment of substance abuse and mental health clients; provides coaching, counseling, training and feedback to employees.
- Assists in hiring, evaluating, disciplining, and developing professional and support staff.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.

- Master's Degree in Psychology, Social Work, Clinical Counseling, Family Therapy or closely related field.
- Three years progressive experience in mental health administration, program planning and design; or equivalent combination of education and experience.
- State of New Mexico Licensed Professional Clinical Counselor (LPCC).
- State of New Mexico Licensed Independent Social Worker (LISW).
- CPR Certification.
- Must be able to pass a TB screening.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of effective principles and practices of management and supervision.

- Knowledge of the theory, principles and practices of clinical, developmental and counseling psychology.
- Knowledge of child development and developmentally appropriate activities.
- Knowledge of the theory, principles, practices and treatment of alcohol and drug abuse.
- Knowledge of patient outreach services and activities, funding agencies, and community health care and vocational services.
- Knowledge and understanding of the Isleta Pueblo culture, tradition and values.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in budget preparation and administration.
- Skill in operating various word-processing, spreadsheets, and database software programs.
- Ability to plan, implement, and evaluate individual patient care programs.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT

- Work is performed in a typical interior/office environment.
- Exposure to individuals with behavioral problems and potentially harmful situations that may require crisis management and other techniques to protect self and client.
- Noise level is usually moderate.

PREFERENCE:

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.