



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

**POSTING NO: 187-22**

**OPENING DATE: 12/09/2022**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Clinical Supervisor  
**PAY GRADE:** E7 (\$24.11/hr. - \$34.96/hr.)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Health Services  
**REPORTS TO:** Behavioral Health Manager  
**BACKGROUND LEVEL:** Child/Elder

**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:**

- 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.
- Must provide written copy of immunization record prior to employment.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

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