



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
**PHONE: (505) 869-7584 FAX: (505) 869-7579**  
**EMAIL: [poiemployment@isletapueblo.com](mailto:poiemployment@isletapueblo.com)**

**VACANCY ANNOUNCEMENT**

**POSTING NO: 164-23**

**OPENING DATE: 09/08/2023**

**CLOSING DATE: 09/22/2023**

**POSTED: IN/OUT**

**POSITION:** Behavioral Health Manager  
**PAY GRADE:** E8 (\$26.52/hr. - \$38.46/hr.)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Health Services  
**REPORTS TO:** CEO, Health Services  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Achieves the Behavior Health program objectives by planning, directing, monitoring and evaluating the daily operation of all departmental functions and staff. Ensures the efficient and effective provision of substance abuse and mental health related services to meet the needs of the community.

*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:**

- Assesses mental health and substance abuse service needs of the community and proposes approaches to address those needs.
- Works with other health providers, community and tribal agencies to manage and coordinate client care.
- Assures compliance with court-ordered treatment and provides liaison activities with the courts.
- Provides direct services to individuals and families within field of licensed practice.
- Assists in crisis intervention and resolutions of client's concerns as needed.
- Collects, reports and analyzes data to meet reporting requirements and assures the availability of reliable and useful program information.
- Works with other health providers, community and tribal agencies to manage and coordinate client care.
- Plans, directs, and monitors department productivity and quality goals.

- Hosts regular staff meetings to ensure communication among staff regarding program-related activities.
- Manages department budget; coordinates financial and budget activities for maximum operational efficiency.
- Writes proposals and grants to secure additional funding and grant monies for continuation and expansion of program services.
- Maintains current working knowledge of trends in behavioral health and management.
- Prepares and presents reports on the status, activities and plans for current and future operations; 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 standards and practice in accordance with applicable laws, regulations and requirements, as well as professional standards.
- Maintains appropriate documentation on incidents as required by policies and procedures.
- Maintains confidential information.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:**

- Manages Counselors, Clinical Staff, Case Managers, Prevention Coordinator, and other support staff; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.
- Creates policies and procedures for staff, to ensure consistency and adherence to department goals.
- Coordinates training, orientations and continuing education of staff.

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Master's Degree in Psychology, Social Work, Clinical Counseling, Family Therapy or closely related field.
- Five 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 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 analyze situations and adopt appropriate courses of action.
- 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 clinic or 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.