



**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: 210-23**

**OPENING DATE: 12/15/2023**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Clinical Therapist  
**PAY GRADE:** E6 (\$21.92/hr. - \$31.78/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:** Assesses and treats a wide array of behavioral health conditions including co-occurring mental health and substance abuse issues; provides evaluation, diagnostic, counseling therapy and crisis intervention to individuals, couples, families, groups in a clinical setting.

*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:**

- Conducts initial evaluation and client intake interviews; assess client's presenting problems and formulates diagnosis; provides therapeutic crisis intervention and emergency treatment services as required.
- Establishes and maintains case files, referrals, and other related documents for the treatment of clients keeps abreast of patient data to ensure appropriate treatment and care are delivered per Isleta Behavioral Health Services' protocol.
- Assesses client's strength, weaknesses, problems and needs for the development of a treatment plan.
- Provides counseling to individuals, families, couples and groups utilizing written treatment plan; including home visits to provide counseling and outreach services.

- Charts progress, assessment, treatment plan, discharge summaries and other client related information in a timely manner and in accordance with established policies, procedures and protocols.
- Prepares written summaries of client's progress and recommendations to tribal courts.
- Collaborates with other service providers to determine and fulfill unmet needs of clients and families.
- Educates, consults, and leads in-service training to relevant professionals in the proper handling and referral of a variety clinical and administration matters.
- Plans and facilitates community outreach and prevention and education activities; may serve as a liaison and representative to community organizations and schools.
- Attends clinical staff meetings; provides verbal communication on complex clients and receives new referrals.
- Maintains standards and practice in accordance with applicable laws, regulations and requirements, as well as professional standards.
- Prepares weekly statistical reports and client status reports and submits to Clinical Supervisor.
- Enhances professional growth and development through participation in educational programs, reading current literature, attending in-services, meetings and workshops.
- Maintains confidential information.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Master's Degree in Social Work, Psychology or Clinical Psychology.
- Three years of work experience in mental health, social work or psychology field is required; or equivalent combination of education and experience.
- State of New Mexico Licensed Professional Clinical Counselor (LPCC).
- State of New Mexico Licensed Alcohol and Drug Abuse Counselor (LADAC).
- State of New Mexico Licensed Independent Social Worker (LISW)
- State of New Mexico Licensed Mental Health Counselor (LMHC)
- State of New Mexico Licensed Master of Social Work (LMSW)
- Able to obtain CPI Certification within 90 days.
- 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 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.

**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 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 working with children, adolescents and families.
- 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.