



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

POSTING NO: 123005-25

OPENING DATE: 11/14/2025

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Child/Adolescent Therapist
PAY GRADE: E6 (\$28.94/hr. - \$40.51/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 specialized clinical and therapeutic services to children, adolescents and their families; manages crisis interventions and develops and implements outreach materials for 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:

- Receives referrals regarding children and adolescents in need of therapeutic services and provides individual, group, and family therapy.
- Conducts intake interview, assures the appropriate screening tools are administered and necessary documents are signed.
- Provides crisis intervention for clients and school consults; makes recommendations for interventions.
- Assesses client's strength, weaknesses, problems and needs for the development of a treatment plan.
- Create written treatment plan and provide counseling to children and families according to the treatment plan
- Ensures a safe and confidential environment for clients to address issues.

- Collaborates with other service providers to coordinate client's treatment needs including detox, transportation issues, tribal court appearances, school visits and neuropsychological referrals.
- Coordinates and facilitates residential treatment care placement that is appropriate to the client.
- Designs, develops and presents outreach materials and workshops for families, parents, school organizations and the community of Isleta as needed.
- Charts progress, assessment, treatment plan, discharge summaries and other client related information in a timely manner and according to established policies, procedures and protocols.
- Attends clinical staff meetings; provides verbal communication on complex clients and receives new referrals.
- Prepares weekly statistical reports and client status reports; submits to Behavioral Health Manager
- Conducts follow-up and aftercare for client's discharge from residential treatment.
- Participates in appropriate collaborative care teams within the Pueblo of Isleta
- Provides transportation for clients when necessary and appropriate.
- Maintains standards and practice in accordance with applicable laws, regulations and requirements, as well as professional standards.
- 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 Psychology, Social Work, Clinical Counseling, Family Therapy or closely related field.
- Three years' work experience in providing mental health services to children required; 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).
- State of New Mexico Licensed Mental Health Clinician (LMHC) or equivalent license.
- 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 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 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 analyze situations and adopt appropriate courses of action.
- 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.