**PUEBLO OF ISLETA**
**HUMAN RESOURCES DEPARTMENT**
**P.O. BOX 1270, ISLETA, NM 87022**
**PHONE: (505) 869-7584 FAX: (505) 869-7579**
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# VACANCY ANNOUNCEMENT

**POSTING NO: 123005-26**

**OPENING DATE: 10/16/2026**
**CLOSING DATE: 01/14/2027 or OUF**
**POSTED: IN/OUT**

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| **POSITION:** | Child/Adolescent Therapist |
| **PAY GRADE:** | E6 ($30.74/hr. - $47.88/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.