



**LOWER ELWHA KLALLAM TRIBE**  
**Position Description**  
**MENTAL HEALTH COUNSELOR /DIRECTOR**

**SUPERVISED BY:** Health Director

**EMPLOYEES SUPERVISED:** Depends on funding sources.  
This position needs to oversee contract mental health providers

**LOCATION:** Human Services Building

**SALARY LEVEL:** Level 18 –20 DOQ

**POSITION STATUS:** Regular full-time exempt, part time will be considered. This position includes medical, dental, life insurance, retirement, annual, and sick leave benefits.

**OVERVIEW:**

The Mental Health Counselor/Director has primary responsibility for provision of Mental Health Services ensuring compliance of IHS Regulations.

**PERFORMANCE REQUIREMENTS:**

- Responsible for development and implementation of comprehensive Mental Health Programs.
- Manage numerous complex needs, including communication with various agencies.
- Reporting as necessary for IHS, Tribal Council, etc.
- Perform diagnostic assessment, facilitate placement, provide family services, develop rehabilitation treatment plans, coordinate support groups, and provide various counseling services.
- Provide casework and counseling services for children, adolescents, and adults with social psychological, and or economic issues.
- Refer appropriate cases for Contract Health Services.
- Interview patients and document personal, social, and emotional data, while maintaining strictest confidentiality.
- Provide individual, family and group therapy to children, adolescents and adults during day and evening sessions as needed.
- Participate in Tribal meetings as appropriate.
- Manage and administer grants
- Develop and administer budget for Mental Health Program
- Adhere to Tribal Program policies, and PHS, Indian Health Service, State, and Federal guidelines.
- Train other Health & Human services staff as needed.
- Establish and maintain good working relations with local health, human service, and education agencies.
- Grants Management and Administration
- Recruitment, training and supervision of Mental Health personnel
- Act as State and Local government liaison regarding Mental Health policy and reimbursements
- Budget development and administration
- Other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Have and maintain current Washington State Counselor's License.
- Apply for and maintain provider enrollment with Medicaid, Medicare, Kitsap Physician's Services, Regence, and others as needed.
- Have a minimum three (3) year's experience in Counseling family, groups, and individuals.
- Current adult and child CPR certification.
- Ability to maintain strict confidentiality of patient information.
- Strict adherence to professional standards of ethics and quality assurance.
- Experience in working with American Indians, Alaska Native people (preferred).
- Completed graduate education in Counseling, Mental Health, Psychology or psychiatry (MA, MSW, or Ph.D. required).
- Ability to plan, organizes, and prioritizes duties and functions.
- Maintain a working knowledge of appropriate use and interactions of psychotropic drugs.
- Ability to apply timely, appropriate, and effective priority Mental Health Services.
- Minimum of 1 year experience in a supervisory capacity; 3 years preferred.
- The ability to express thoughts clearly in verbal and written communications.
- Ability to establish and maintain effective working relationships.
- Ability to work independently, makes decisions, and maintains program wide goals and priorities.
- Ability to successfully pass a criminal background check.
- Good personal hygiene and grooming.
- Indian preference in hiring, in accordance with P.L. 93-638.

**Other Considerations:**

- **Must be able to comply with the Lower Elwha Klallam Tribe personnel policy and procedures, including the Drug Free Workplace**

**PHYSICAL REQUIREMENTS: Stamina to work 40 hours per week primarily in an office setting; ability to reach and squat for filing purposes; must be able to establish a comfortable working relationship with clients; able to work with angry and/or abusive clients; must be available for crisis intervention and travel; ability to ensure maintenance of confidential information.**

*With all positions of the Lower Elwha Klallam Tribe this position is Indian Preference in hiring, in accordance with P.L. 93-638.*

**OPENING DATE:** February 3, 2012      **CLOSING DATE:** February 17, 2012  
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