



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2023-0021
HEALTH & HUMAN SERVICES
BEHAVIORAL HEALTH
BEHAVIORAL HEALTH THERAPIST**

Position Title:	Behavioral Health Therapist	Pay Level:	\$45,402 - \$68,103
Position Open Date:	03/01/2023 – Until Filled	Department:	Behavioral Health
Position Status:	Full-Time	Classification:	Exempt
Supervisor:	Program Manager	Location:	Health & Human Services

POSITION SUMMARY:

Responsible for providing mental health therapy, alcohol and drug abuse counseling to the Jemez Behavioral Health clientele; provide clinical services that include case management, individual, couple, and family therapy, group therapy and psychoeducation, intake assessment, and crisis intervention to individuals with psychological or social problems.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

Master's degree in Counseling, Social Work or a closely related field; AND four (4) years of professional counseling experience.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
Mental Health Counselor License; OR Social Work License

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Provides screening, intake & assessment for Jemez Behavioral Health clients' to identify as specifically as possible the condition(s) needing treatment and determine a course of treatment and documenting in Electronic Health Record-EHR computer software and patient/client scheduler
- Composes Treatment Plans with clients as a systematic process for planning their goals of treatment based on the diagnostic assessment for Jemez Behavioral Health clients; evaluates and creates treatment planning for children; attends to school children's Individualized Education Plans; participates in the Special Education multidisciplinary staffing at the local schools, for Jemez Behavioral Health clients
- Participates in weekly Behavioral Health staff meetings and clinical case staffing by providing input to other clinical staff regarding issues about their clients; attends to other case staff meetings with the Jemez Tribal Court, Jemez Vocational Rehabilitation program, and Jemez Social Services program to provide clinical input about clients we coordinate services
- Provide current client case load and productivity reports to program manager; provides monthly reports to administrative assistant for Non-Medicaid client reimbursement
- Provides resource referrals for clients about Jemez Pueblo culturally-appropriate or tribal-specific therapies and supplemental external services in support of treatment plan
- Coordinates services, and provides appropriate recommendations for clients to Municipal, Tribal, and State Courts
- Conducts group presentations to Jemez Governors; Jemez Health & Human Services Health Board, and Jemez Tribal Council about the knowledge of counseling skills, diagnosis, outpatient treatment services; conducts group presentations educating Jemez Pueblo community members and local schools and programs about mental health issues or substance abuse related disorders as outreach and prevention
- Assists in arranging inpatient psychiatric hospitalization and substance use disorder residential treatment for patients when needed; follows-up with psychiatric and residential patients in the hospital and upon discharge; follows-up with clients on medications, ensuring that clients are taking their prescribed medicines and keeping prescriptions filled
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved documentation, policies and procedures
- Represents the Pueblo and all its organizations with dignity, integrity, cultural appropriateness, and a spirit of cooperation in all relationships with staff and the public

REQUIRED KNOWLEDGE AND SKILLS:

- Applicable laws, codes and regulations
- Theories and principles of counseling; case management: adult, child, and family assessments, treatment planning, therapeutic intervention, and case discharging
- Community social service organizations, supports, and resources
- Indicators of physical and emotional risk and intervention techniques and resources
- Assessment instruments and techniques
- Computer applications related to the work
- Standard office practices and procedures, including filing and the operation of standard office equipment
- Record keeping principles and practices
- Correct business English, including spelling, grammar and punctuation

- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where complex interpersonal relationships may be confrontational or strained
- Complying with applicable laws, codes and regulations
- Preparing and maintaining accurate and timely case records and reports
- Making appropriate referrals and performing basic case management and supplemental resource research work
- Providing efficient and effective counseling to clients and their families following solution focused treatment planning
- Using culturally appropriate and professional tact, discretion, and prudence in dealing with all contacted in the course of the work
- Using initiative and independent clinical and professional judgment within established procedural guidelines and ethics
- Preparing clear and concise reports, correspondence, and other written materials
- Contributing efficiently and effectively to the accomplishment of team or work unit goals, objectives and activities
- Supporting successful interventions with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, with complex and strained interpersonal relationships via in person and tele-health service delivery
- Communicating honestly, therapeutically, and effectively in oral and written forms
- Ability to work in office and community settings when clinically deemed fit for the delivery of individual and group therapy or psycho-educational services

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

Cover Letter

Professional Resume

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez – Attention Human Resources Department

PO BOX 100

Jemez Pueblo, New Mexico 87024

Or;

Visit the Pueblo of Jemez Website – Careers

www.JemezPueblo.org