



**PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2023-0045  
HEALTH & HUMAN SERVICES  
BEHAVIORAL HEALTH MANAGER**

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<b>Position Title:</b>	Behavioral Health Manager	<b>Pay Level:</b>	\$141,146.00 - \$176,342.00
<b>Position Open Date:</b>	07/7/2023 – Until Filled	<b>Department:</b>	Public Health
<b>Position Status:</b>	Full-Time	<b>Classification:</b>	Exempt
<b>Supervisor:</b>	Medical Director	<b>Location:</b>	Health & Human Services

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**POSITION SUMMARY:**

Responsible for development, oversight, coordination, and provision of mental health and substance abuse treatment and prevention services, utilizing both western and traditional methods.

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 or PhD/PsyD, in counseling, social work, or a closely related field; AND *five* (5) years of professional experience in providing behavioral health program services. PREFERRED: Two (2) years in a supervisory/managerial role.

**REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:**

New Mexico Driver's License  
Background Investigation  
Valid New Mexico Independent Practice Licensure in Counseling, Psychology, or Social Work  
Valid New Mexico Clinical Supervision Certificate

**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.

Pueblo of Jemez – Human Resources Department  
PO BOX 100 Jemez Pueblo, New Mexico 87024  
Phone: (575) 834-6333  
Fax: (575) 834-0604  
E-mail: [humanresources@jemezpuablo.org](mailto:humanresources@jemezpuablo.org)

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:**

- Plans, organizes, assigns, supervises, reviews and evaluates the work of assigned staff.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Provides clinical supervision for BHP staff that are not independently licensed providers.
- Assists in planning goals, objectives, procedures, and work standards for the program; provides input into the budget and administers the program budget.
- Oversees, develops, directs, and evaluates the provision of professional counseling services to individuals, families, and groups utilizing the professional staff of the Behavioral Health Program (BHP) including professional services' contractor; provides direct counseling services (assessment, evaluation, treatment planning, therapy, etc.) as necessary.
- Ensures provision of appropriate assessments and assignment of clients to counselors, conducts weekly case staffing meeting to assess the progress of all current ongoing clinical cases being seen by the BHP staff to ensure quality and appropriateness for individual client treatment plans.
- Oversees Integrative Health Program (IHP) services and facilitates coordination with other clinical programs and BHP services.
- Receives and responds to referrals from a variety of sources that includes, but is not limited to, self-referrals, JHHS clinical staff (including locum tenens medical providers,) Social Services, Vocational Rehabilitation, tribal and other court or probation personnel, school personnel, self-referrals, outside health and human services agencies, and other relevant sources.
- Other duties as assigned

**REQUIRED KNOWLEDGE AND SKILLS:**

- Operational characteristics, services and activities of behavioral health programs
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline, administrative principles and practices, including goal setting and program development, implementation and evaluation
- Principles and practices of budget development and administration
- Principles and practices of grant administration
- Applicable laws, codes and regulations, to include HIPAA, OSHA, AAAHC accreditation, and other applicable regulatory or professional standards
- Computer applications related to the work
- Medical record keeping and the standard format for information on charts and other medical documentation
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained

- Strong knowledge of the DSM V
- Strong clinical skills and knowledge base of clinical care standards in the treatment of adults, children, and families including those families affected by multiple issues (abuse, neglect, domestic violence, chemical dependency)
- Strong diagnostic skills and knowledge of DSM V
- Developing, implementing and administering goals, objectives, and procedures for providing effective and efficient behavioral health programs
- Planning, organizing, supervising, reviewing and evaluating the work of others
- Training others in policies and procedures related to the work
- Developing and implementing goals, objectives, policies, procedures and work standards
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner
- Developing and administering the budget for assigned programs
- Evaluating and coordinating programs and services provided to the community
- Interpreting, applying and explaining applicable laws, codes and regulations
- Preparing accurate, clear and concise medical documentation, reports, correspondence, records and other written materials
- Using initiative and independent judgment within established policy guidelines
- Establishing and maintaining effective working relationships with those contacted in the course of the work

**To apply for the position posted, please apply as follows;**

**Send;**

**Pueblo of Jemez Job Application**

**Cover Letter**

**Professional Resume**

**To;**

**[humanresources@jemezpueblo.org](mailto: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](http://www.Jemezpueblo.org)**