

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Licensed Mental Health Counselor

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| EXEMPT: Yes | JOB CODE: |
| TARGET SALARY: \$30.00 to \$35.00/DOQ | SHIFT: M-F 8-5 flex |
| PROGRAM: Clinic | LOCATION: STIHC |
| REPORTS TO: Dir. of Behavioral Health | |

SUMMARY: This position is located at the Sophie Trettevick Indian Health Center, Neah Bay, Washington. The primary purpose of this position is to provide individual and group counseling to assist individuals in achieving more effective personal, social, educational, and vocational development and adjustment. To assess and evaluate individuals' problems through the use of case history, interview, and observation and provide individual or group counseling services

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Conduct psychosocial assessments and provide direct patient counseling and/or group counseling.

Provide accurate and professional notes.

Encourage clients to express their feeling and discuss what is happening in their lives and help them to develop insight into themselves and their relationships

Guide clients in the development of skills and strategies for dealing with their problems.

Prepare and maintain all required treatment records and reports as required.

Refer clients to specialists or to other institutions for non-counseling treatment of problems.

Evaluate and treat outpatients in individual, group, couples and family modalities exercising mature professional judgment and using a wide range of counseling skills to include individual and family counseling to assist patients and their families in dealing with chronic and acute conditions

Conduct research to develop or improve diagnostic or therapeutic counseling techniques.

Provide consulting services to schools, social service agencies, and businesses.

Advise clients on how they could be helped by counseling.

Analyze data such as interview notes, test results, and reference manuals in order to identify symptoms, and to diagnose the nature of clients' problems.

Collect information about individuals or clients, using interviews, case histories, observational techniques, and other assessment methods.

Counsel individuals, groups, or families to help them understand problems, define goals, and develop realistic action plans.

Develop therapeutic and treatment plans based on clients' interests, abilities, needs and culture within an Integrative team based model and be open to incorporating traditional "Makah Ways of Wellness into treatment plans if appropriate and desired by the clients.

Evaluate the results of counseling methods to determine the reliability and validity of treatments.

Select, administer, and interpret psychological tests to assess intelligence, aptitudes, abilities, or interests.

Consult with other professionals to discuss therapies, treatments, counseling resources, or techniques, and to share occupational information.

Assist and participate with the development of the Behavioral health / Integrative department as needed

EDUCATION and/or EXPERIENCE

A master's or doctoral degree in mental health counseling or a behavioral science master's or doctoral degree in a field relating to mental health counseling.

Five-year's experience counseling in a community mental health center setting preferred and one year experience counseling in a community mental health center setting is required.

CONTINUING EDUCATION:

Improve the quality and scope of patient services rendered by general and specific continuing education, including reading of the current professional literature, attendance at local educational programs and longer periods of full time training targeting specific needs of patient care.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, patients.

MATHEMATICAL SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, and patients.

REASONING ABILITY

Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

CERTIFICATES, LICENSES, REGISTRATIONS

Current, unrestricted license to practice independently as a mental health counselor.

Employment subject to successful credentialing.

Must have and maintain a valid Washington state Drivers license and insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued will be conduct upon hire.

This position is classified as sensitive Tribal position; therefore, applicant must authorize a background investigation in order to be considered for an interview.

OTHER SKILLS AND ABILITIES

Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Knowledge of HIPAA is required as use of patient record is an integral part of the position and privacy of individuals must be protected to the fullest.

Must submit to and clear a pre-employment alcohol and drug test.

PHYSICAL DEMANDS

Work requires some walking, bending, long periods of standing, occasional lifting of patients and some travel to CME training.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed in an ambulatory health care setting. There is common exposure to contagious and infectious diseases. Hepatitis B vaccine is recommended and offered at no cost. The work may include a certain amount of exposure to hostile and emotionally disturbed patients, families, and visitors.

SPECIAL REQUIREMENTS

Immunization Requirements: Must be immunized against measles and rubella, or provide documentation /proof of immunity prior to employment. All employees shall have a tuberculin test upon employment and annually thereafter.

EXCEPTION: If you were born before 1957 you are **NOT REQUIRED** to have the measles and rubella immunization nor do you need to provide documentation. If employee is known to have a positive TB test prior to entrance on duty, no TB testing will be carried out; instead the employee shall see a physician to establish an individualized program to assure the absence of active TB in the employee.

SPECIAL CONSIDERATION: if you are allergic to any component of the vaccine or have a documented history of severe reaction to vaccine or are currently pregnant you may not have to be immunized, however you are required to provide documentation/proof, in order to be considered for employment.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

**Makah Tribal Council
Personnel Office
P.O. Box 115, Bldg 150 Rm #7**

**OPEN: January 26, 2012
CLOSE: February 8, 2012**

Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: mtcpersonnel@centurytel.net

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.