

AROOSTOOK BAND OF MICMAC INDIANS
MICMAC HEALTH DEPARTMENT

JOB OPENING!!
APPLICATION SUBMISSION

POSITION TITLE: Behavioral Health Provider

NOTE: The following includes data on essential job functions, as well as physical, mental, academic and experiential requirements for the job defined herein. The description is meant to serve interviewers, applicants, directors, and incumbents as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility as described herein. Some aspects of this portion may change over time, according to the Aroostook Band of Micmacs (ABM) needs, which changes may not be recorded herein at this time.

SUMMARY OF POSITION: The Behavioral Health Provider is responsible for: the supervision of his/her program staff; program planning and development; the development of policies/procedures; participating in grant-proposal writing (when applicable); providing clinical assessments; developing treatment plans; counseling (both one-on-one and group); client education; and reporting. H/She is responsible for expanding the program's services and coordinating the efforts of the professional staff, increase the program's capacity and efficiency, enhance staff performance, and enable patients to be matched appropriately to the clinical services available.

EDUCATION (AND PERTINENT EXPERIENCE): Successful completion of Secondary/Post-Secondary education in Social Work, Psychology, or directly related field with a minimum of two years supervisory experience. Experience with working with Native American populations, desired.

LICENSES OR CERTIFICATIONS: Possess an LCSW or LCPC License (with LADC License preferred). A valid driver's license.

SKILLS/KNOWLEDGE/ABILITIES REQUIRED: Demonstrated ability in short, and long, range planning, coordinating, implementing and monitoring program activities to ensure efficient program performance and evaluate program progress. Knowledge of Indian Health Services (IHS) Manual Issuances, all applicable Code of Federal Regulations (CFRs), and any other federal/state/local/tribal rules and regulations governing every aspect of mental health and alcohol/substance abuse, third-party payor sources, and grant funding sources. Self-motivated, ability to work independently, as well as part of a team. Ability to maintain accurate and current client records. Must be willing to be trained in the implementation of the Indian Health Service Mental Health/Social Service (MH/SS) reporting system. Be able to provide the highest quality mental health and substance abuse treatment services of which are both psychologically sound and culturally sensitive. The position will require that the incumbent understands special

requirements of working with Native populations. State of the Art understanding of issues such as historical trauma, internalized oppression, and acculturation stress. Excellent oral and written communication skills, including possessing computer literacy. Possess strong supervisory skills. Reliable transportation.

WORKING CONDITIONS: Most work is performed in an outpatient clinical setting, therapy rooms located with the health department, meeting spaces, also some work in the home setting, outdoors and in the field, rural communities, schools and other agencies and locations. The work is sedentary with some physical activity such as in vocational/recreational therapy on occasion; infrequent emergency or crisis situations may require physical effort to restrain patient, and occasional lifting of objects up to twenty (20) pounds.

Will be required to travel throughout Aroostook County utilizing any agency vehicles available, or personal vehicle. Will also travel throughout the State of Maine and out-of-state. The incumbent may be required to work more than 8 hours per day.

FUNCTIONS/TASKS:

1. Supervises the work of the staff of the ABM Behavioral Health (BH) Program including, but not limited to: evaluating the performance of full-time, part-time, and/or contracted staff; initiates disciplinary actions when necessary; reviews leave requests; verifies timecards; and initiates contractor pay requests for payment, etc.
2. Provide ongoing training opportunities for BH staff, and the resources necessary to fulfill those needs, to ensure BH staff maintain currency over preferred assessment and treatment strategies for patients with various mental health disorders and problems of daily-living. Utilizes consultation Services made available from Indian Health Service (IHS). Ensures all program certifications and licenses are maintained for currency.
3. Develops, implements, and reviews, the Behavioral Health Program's policies, programs, services, functions and activities to ensure comprehensive behavioral health services for eligible tribal members. Advises/assists the program employees in the implementation of these programs. This includes the developing of policies and procedures that are reflective of the Behavioral Health Program's mission and patient-care philosophy.
4. Evaluates the Behavioral Health Program regularly, as to its success in terms of fulfilling the program's stated goals/objectives/mission.
5. Assumes full professional responsibility for working closely with case management professionals, in order to ensure correct referrals, follow-up, and continuity of care.
6. Conducts a comprehensive bio-psychosocial assessment (that may include a medical/physical exam from appropriate on-site clinic provider), and develops individual treatment plans for both children and adults. Approves treatment plans.

7. Provides outpatient therapy (and participates in intensive outpatient therapy), based on a multidisciplinary approach to patient care and a bio-psychosocial model of treatment. Provides dual diagnosis treatment. Provides family counseling, weekly ongoing group psychotherapy, relapse prevention groups for substance abusers, short-term psycho-educational groups (ex. overeaters and parenting classes), aftercare groups for those who have completed the psycho-educational classes, and life-skills development for adolescents.
8. Adopts a structured system of patient care that encourages the efficient coordination of clinical services. Establishes a system for processing and monitoring clinical cases, from intake to caseload assignment, to staffing and discharge planning/disposition, to internal and external referrals. Applies a model of case management. Attends multi-disciplinary team meetings as scheduled.
9. Seeks methods to expand and/or improve existing services. Develop a scheduling system that will maximize efficiency, and improve workload management and patient access to services. For example: Establish extended hours, periodically, to make receiving services convenient for tribal members who work, etc.
10. Maintains accurate, updated, records of client' contacts, and services provided, in the client's electronic health record. Completes all required reporting under the Department of Mental Health Mental Retardation and Substance Abuse Services, in addition to the Indian Health Service' Mental Health/Social Services (MH/SS) Reporting System.
11. Becomes fully knowledgeable in all aspects of covered (billable), services (inclusive of conditions surrounding case-management/interdisciplinary sessions), under third party reimbursement sources such as Medicaid and other billable alternate resources. Provides documentation of services as required by Medicaid, etc.
12. Develops and maintains Quality Improvement/Quality Assurance Program in accordance with the quality assurance protocols established by the Department of Mental Health, Mental Retardation and Substance Abuse Services to assure quality and appropriateness of care.
13. Familiarizes him/herself with all other tribal program resources to assure communication and coordination of services among ABM departments within the ABM, and makes referrals accordingly. Participate in scheduled multidisciplinary team meetings and case conferences to provide ongoing assessment and treatment recommendations for patient care plans and address barriers to implementation. Ensures classroom and individual assessments, behavioral health education and consultation to Little Feathers Headstart as requested and approved by the Health Director.
14. Keeps tribal members informed regarding the types, and purpose and intent, of the various Behavioral Health Program's services and activities offered (e.g., regularly contributes to the tribal newsletter, over such topics as explaining what it is the Behavioral Health Program does and why, but also explains what patients are expected to do, to receive BH services, and why. Develop and maintains, working relationships with other agencies to include: the

courts, police, hospitals, schools, and any other partners and referral sources.

15. Attends Diabetes Team meetings and provides “talks” on various mental health and substance (and other), abuse issues, to diabetes support group participants.
16. Conducts him/herself as a positive role model for clients and health staff alike.
17. Reports to the Health Director, of significant findings relative to health matters that come to his/her attention during the performance of official duties.
18. Attends all ABM Division Director meetings.
19. Submits detailed “Quarterly Reports” to the Health Director by the conclusion of the 3rd, complete work week of each quarter, (January, April, July, and October).
20. Attends in-service workshops or training sessions related to job, and must always be prepared to brief the Health Director over its content upon returning to primary place of duty.
21. Reviews, signs, and adheres to the Privacy Act and Confidentiality Statement.
22. Reviews and adheres to HIPPA rules and regulations. Monitors and enforces compliance of staff with all applicable rules and regulations governing the privacy and confidentiality of patients, Health Department and IHS data and information.
23. Reviews and abides by the ABM Personnel and Fiscal Policies.
24. Reports to work, meetings, trainings, clinical supervision, and scheduled appointments on time.
25. Performs any other duties as assigned by the Health Director.

Applications can be found on our website. <http://www.micmac-nsn.gov/ApplicationforEmployment.pdf>

Please send letters of interest, resume, and complete application to:

Aroostook Band of Micmacs
Attn: Human Resources Manager
7 Northern Rd
Presque Isle, Maine 04769