

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Mental Health Counselor

EXEMPT: Yes

JOB CODE: N/A

TARGET SALARY: \$35.00/DOQ

SHIFT: 8-5 Flex

PROGRAM: Clinic

LOCATION: 100 Wellness Center Way

REPORTS TO: Integrative Health Director

SUMMARY: This position is located at the Sophie Trettevick Indian Health Center's Makah Wellness Center located at 100 Wellness Way, Neah Bay, Washington. The primary purpose of this position is to serve as the Mental Health Counselor for the Makah Tribe, with special emphasis on children, teens, young adults, and their families. The position includes both one-on-one counseling and group visits and activities, focusing on treatment of mental health problems.

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.

Practice as an interdependent member of the health team and provide important components of primary health care through direct social services, counseling, mental health therapy, consultation, collaboration, referral and advocacy.

Conduct psychosocial assessments to determine patient needs and resources (both family support and community support). Provide services on site at the Makah Wellness Center as well as off-site, such as at the Neah Bay High School, as needed and within scope of practice.

Exercise appropriate professional judgment and use a wide range of counseling skills, including individual and family counseling, to assist patients and their families in dealing with mental health challenges, physical illness, life stressors, and other acute and chronic needs.

Provide one-on-one counseling for patients of all ages, with a particular emphasis on children, teens, young adults, and their families.

Assess need for, develop, and provide group mental health services and related activities for children, teens, young adults, and their families, with an emphasis on treatment of mental health issues. These may be held at our Wellness Center, Youth Center, or other community sites.

Serve as an active, collaborative team member with clinical colleagues from varied health professions. Consult with other counselors, with our chemical dependency treatment team, and with other healthcare providers as needed. Assist with or collaborate on development of mental health promotion and substance abuse prevention programs as needed.

Work within our overall clinical strategic plan directed toward prevention, intervention, treatment, and overall wellness for the Makah community.

Work towards integrating youth mental health services with our other services including family practice, chemical dependency treatment, acupuncture, massage, and physical therapy.

Contribute to development of evaluation tools, data collection, and data analysis to track success of treatment programs.

Be an active participant in the development and implementation of Tribal best practices and the development of a local, tribal-centric mental health system that will best serve our community.

Practice cultural sensitivity and be open to learning about Makah culture, traditional healing practices, and each individual's own culture and spiritual needs. Be able and willing to incorporate this knowledge into practice, while remaining respectful of individual differences.

Pursue continuing education opportunities including keeping up with current literature and attending appropriate continuing education programs that will help meet local needs.

Be available to work from 8am to 5pm and some evenings and weekends; when evening or weekend work is required, equivalent time off will be provided during the regular workday.

EDUCATION and/or EXPERIENCE

Experience as a mental health counselor, marriage and family therapist or clinical social worker, including experience working with teens and young adults. A minimum of 2 years post-masters experience is preferred.

Master's or doctoral degree in mental health counseling, clinical social work, or a related field from an accredited university.

Current, unrestricted license to practice as a Licensed Mental Health Counselor, Licensed Marriage and Family Therapist (LMFT) or Licensed Independent Clinical Social Worker in the State of Washington, or ability to obtain such license before beginning work.

Experience in Native American/Tribal settings preferred.

Experience with group therapy, community settings, and program development 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

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.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have and maintain a valid Washington state Drivers license and insurable. Maybe required to drive a Tribal/GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

This position is classified as sensitive Tribal position; therefore, applicant must submit to an clear a pre-employment criminal background check.

OTHER SKILLS AND ABILITIES

Knowledge of and experience with dual-diagnosis/addiction treatment preferred.

Knowledge of theories, principles, and application as necessary to develop and implement a full service mental health care program for the health center.

Knowledge of professional mental health care principles, practices, and procedures required to assess the needs of a wide range of patients in the community.

Knowledge of teaching principles necessary to carry out a patient health education program.

Knowledge of Management Information System including Electronic Health Records application to clinical care.

Knowledge of local communities' health care needs mental, emotional, cultural, and physical factors and the ability to assess these issues.

Knowledge and skill to respond to emergency/urgent care situations.

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.

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. Employees are requested to provide proof of other immunizations as recommended for healthcare workers by the Centers for Disease Control and Prevention, or of immunity to these diseases.

All employees shall have a tuberculin test upon employment and annually thereafter, or have a follow-up plan approved by employee health if there is a positive test. 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 must see a physician to establish an individualized program to assure the absence of active TB in the employee, must complete an annual symptom questionnaire, and must report any relevant symptoms promptly.

Special Consideration: If you are allergic to any component of a 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
Human Resources
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: Tabitha.herda@makah.com

OPEN: April 10, 2017

CLOSE: May 5, 2017

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.