

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Behavioral Health & Wellness Manager**

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EXEMPT: Yes	JOB CODE: 2M-T4
TARGET SALARY: \$24.16-28.42	SHIFT: M-F 8-5 Flex
PROGRAM: Behavioral Health and Wellness Department	
LOCATION: Makah Wellness Center	
REPORTS TO: Health Director	

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**SUMMARY:** This position acts as primary point of contact responsible and accountable for the administration, coordination and communication of information within the Behavioral Health and Wellness Department, among other STIHC and tribal departments and to STIHC administrative staff. Responsible for the day-to-day oversight/management of five staff, and additional contract staff, to include both clinical and clerical employees.

**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.

Responsible for managing all administrative aspects of the Behavioral Health and Wellness Department including mental health services, chemical dependency services (Makah Recovery Services) and wellness services (massage, acupuncture, naturopathy and physical therapy) in close cooperation other STIHC managers, the Behavioral Health and Wellness Manager will organize and coordinate programs and services in planning development, implementation and evaluation of the Behavioral Health and Wellness Department services. Plan, direct, monitor and evaluate the continuous quality assurance and improvement process of Behavioral Health and Wellness Team.

Maintain, plan, direct and monitor Behavioral Health and Wellness Department applicable accreditation preparation and processes as well as budgets for assigned functional areas.

Develop and maintain working relationships with appropriate Tribal, federal, state and local agencies, outside agencies concerning Behavioral Health and Wellness Department programs and health services.

Demonstrate leadership in responding to and carrying out STIHC Health Board and Makah Tribal Council initiatives as delegated.

Make determination of services needs which are beyond the limits of the health center and/or beyond the scope of the Behavioral Health and Wellness Department expertise. Coordinates referral services with the STIHC Medical Department and/or medical facilities outside of the STIHC when needs arise. Consult with appropriate STIHC staff to meet patient needs.

In collaboration with providers and other STIHC managers, assess community needs, and develop and deliver effective Behavioral Health and Wellness Services to tribal members and eligible clients consistent with tribal values and traditions.

Assure all assigned staff obtain and maintain such licenses and certificates and credentials required to effectively delivery services and/or qualify for funding from non-tribal resources; assure terms of grants and contracts are adhered to; when grants and contracts are in conflict with Makah Tribal Council policy and resolutions, recommend appropriate action to the Health Director and follow up on those decisions.

Seek funding through tribal and non-tribal resources i.e., applicable grants and program funding to enhance existing programs or to establish new program services consistent with tribal priorities.

Establishes training programs for new and existing Behavioral Health and Wellness Department Team members.

Ensure accurate record keeping in all client charts within the STIHC patient software system.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises 5 employees in the Behavioral Health and Wellness Department in addition to pertinent contracts. Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS:**

**EDUCATION and/or EXPERIENCE:**

Must have a Bachelor's degree in public health, psychology, sociology, education or related field; OR five years of recent demonstrated high level professional and community experience may substitute for a Bachelor's Degree.

Two years of professional level experience in management in a healthcare setting.

Minimum of five years of recent supervisory experience required.

**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, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must have a valid Washington State Drivers license and insurable. May be 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 a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

Must have a First Aid/CPR card or ability to obtain within 30 days of hire and maintain such training as required for continued employment.

Must complete STIHC provided Blood Borne Pathogen and HIPAA training within 30 days of hire and maintain such training as required for continued employment.

**OTHER SKILLS AND ABILITIES**

Knowledge of electronic health records or ability to quickly learn.

Knowledge of local communities' mental, emotional, cultural, and physical factors related to health care needs and the ability to assess these issues for program development. Knowledge of state and federal guidelines for mental health and chemical dependency programs, and best practice techniques.

Knowledge of supervisory practices; community organization/development principles and processes.

Ability to provide mature judgment in evaluating specific situations and recommending solutions to management problems.

Ability to establish and maintain effective working relations with clients, peers, public and private agencies, tribal members and the general public.

Knowledge of word processing and spreadsheet computer application and budget development.

Ability to effectively present information and respond to questions from groups of managers, client's community members and the general public.

Skill in writing reports, plans, grants, proposals, program justifications, etc.

Ability to utilize the maximum degree of professionalism and diplomacy with those who may be experiencing in high degree of stress both mentally and/or physically.

Ability to work independently with minimal supervision, and able to prioritize assignments.

Ability to maintain confidentiality within the program staff at the highest level.

Ability to work extended hours as needed.

Demonstrated ability and willingness to work as a team member and to work within a multi-program agency.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing duties of this job, the employee is required to stand, walk, and sit. The employee must occasionally lift and/or move objects up to 25 lbs.

### **WORK CONDITIONS:**

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 a non-ambulatory health care setting and there is limited exposure to contagious and infectious diseases. Hepatitis B vaccine is recommended and offered at no cost. The work will likely include a certain amount of exposure to hostile and emotionally disturbed patients, families, and visitors. Outreach work may include exposure to outdoor weather conditions.

## **SPECIAL REQUIREMENTS**

**Immunization Requirements:** Must be immunized against measles and rubella, or provide documentation/proof of immunity prior to employment. Employees are required 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 tuberculin (TB) 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 shall see a physician to establish an individualized program to assure the absence of active TB in the employee, shall complete and annually system questionnaire, and must report any relevant symptoms promptly.

**Special Consideration:** if you are allergic to any component of the vaccine or have 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: katherine.thompson@makah.com

**OPEN:** August 5, 2019  
**CLOSE:** August 16, 2019

**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.