

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Licensed Mental Health Counselor or LMHC Associate  
(for Youth Ages 9 Years Old to 20 Years Old)**

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<b>EXEMPT: Yes</b>	<b>JOB CODE: N/A</b>
<b>TARGET SALARY: \$30.00 - \$35.00/DOQ for LMHC \$25.00-\$30.00/DOQ for LMHCA</b>	<b>SHIFT: Flex</b>
<b>PROGRAM: Clinic</b>	<b>LOCATION: Wellness Center</b>
<b>REPORTS TO: Behavioral Health Manager</b>	

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**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 a Mental Health Counselor for the Makah Tribe. 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:** Due to 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 ages 9-20 years old.

Assess need for, develop, and provide group mental health services and related activities. 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 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.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **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, patients, and the general public, in a courteous, professional manner, using tact and diplomacy.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units or measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

**OTHER SKILLS**

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.

**EDUCATION and/or EXPERIENCE**

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

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.

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.

**CERTIFICATES, LICENSES, REGISTRATIONS**

LMHC at \$30.00-\$35.00/DOQ must have 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.

LMHCA at \$25.00-\$30.00 must have current unrestricted license to practice as a Licensed Mental Health Counselor Associate in the State of Washington, or the ability to obtain such a license before beginning work. In order to move to the LMHC from the LMHCA, the employee must meet the requirements of WAC 246-809-230.

May be required to drive a Tribal GSA vehicle to perform job duties. If so, must have a valid Washington State Driver's license and be insurable. A driving history/background check will be conducted on the applicant.

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

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employees is regularly required to stand; walk; sit; use hands to finger, handle, or feel; and to quickly and repeatedly bend, stretch, twist, or reach out with your body, arms, and/or legs. Must be able to safely operate a motor vehicle and be insurable under the tribe's insurance. 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 behavioral health care setting. There is common exposure to hostile and emotionally disturbed patients, families, and visitors. There is limited exposure to contagious and infectious diseases. Hepatitis B vaccine is recommended and offered at no cost.

## **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.

### **Exception:**

Measles and rubella - If you were born before 1957 you are **not required** to have the measles and rubella immunization nor do you need to provide documentation.

**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](mailto:katherine.thompson@makah.com)

**OPEN: November 6, 2019**  
**CLOSE: December 9, 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.