



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
karenj@spiritlakenation.com

Job Title:	Clinical Manager Behavioral Health Department	Open Date:	June 4, 2020
SLT Program:	Spirit Lake Health Center	Close Date:	Until Filled

Position Objective: This position is responsible for providing professional Clinical Social Work services to the Spirit Lake Health Center (SLHC) patients and Spirit Lake Nation Tribal community. Work is performed and duties are carried out in accordance with established policies, procedures, and SLHC core values: VALUES

Major Duties and Essential Functions:

- Oversees provision of clinical social work services at SLHC.
- Provides leadership and management oversight of all daily activities in the SLHC Behavioral Health Services related to budget, purchasing, personnel, administration, and performance management.
- Hires, trains, assigns, schedules, directs, supervises, evaluates and disciplines assigned personnel.
- Serves as a clinical resource to staff members, identifies and recommends educational needs.
- Works in close collaboration with physicians and other health care personnel in patient evaluation and treatment to further their understanding of significant social and emotional factors underlying patient's health problem.
- Provides independent mental health assessments and therapy by observation, interpretation and intervention of the full range of complex emotional, behavioral, and mental health disorders as outlined by the DSM-5.
- Provides professional social work services including diagnostic treatment and assessment for individuals, families, and groups; develops interventions based on the above needs assessment and exercises professional judgement in consultation with the supervisory behavioral health provider in providing problem-focused, culturally appropriate care.
- Provides social work services in homes, schools, clinics, job sites, and other community locations to eligible individuals as directed.
- Provides case management for ongoing follow-up of cases and coordinates treatment referrals once cases are stabilized within the intervention team.
- Organizes, coordinates, develops and leads therapeutic groups for individuals and families of all ages.
- Provides crisis intervention services to clients with a wide variety of acute mental health problems.
- Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish, organizational goals.
- Provides professional written documentation for the medical records (Electronic Health Records); provides statistical and other reports as requested.

- Serves as a liaison to other health care professionals/agencies and social welfare agencies, including tribal, state, federal and private entities.
- Establishes and maintains a multi-disciplinary integrated treatment plan and case management. Coordinate with Purchased Referred Care in developing resources for difficult and/or high cost cases.
- Must comply with federal laws and regulations as required by the Health Insurance Portability and Accountability Act (HIPAA).
- Performs related duties.

Knowledge required at a level appropriate for this position:

- Knowledge of social work principles and practices including knowledge of assessment of emotional, behavioral, and mental disorders, and an understanding of theories based on best practice.
- Knowledge of medical terminology.
- Knowledge of the use of the DSM-5.
- Knowledge of customer service principles.
- Knowledge of management principles and practices; budget preparation and accounting; and organizational human resource policy and practice.
- Ability to manage multiple demands of the job.
- Ability to provide independent mental health assessment and intervention services.
- Skill in the provision of independent professional social work services and therapy.
- Skill in employee management and supervision.
- Skill in oral and written communication.
- Skill in the provision of customer service.
- Skill in use of personal computer and a variety of job related software applications.
- Skill in interpersonal relations.

Supervisory Controls

The supervisor assigns work in terms of goals, objectives, and available resources. Professional social work services are provided independently and are evaluated on overall effectiveness and observation of patient outcomes.

Guidelines

Guidelines include federal, state and local regulations, Indian Health Service Manual (Chapter 14, Mental Health Program and Chapter 8, Social Services Programs), accreditation agency standards, Spirit Lake Tribe and SLHC policies and procedures.

These guidelines are generally clear and specific but may require judgment, selection and interpretation in application. This position develops behavioral health services policies and guidelines.

Complexity/Scope of Work

This position involves the performance of a variety of clinical duties in the diagnosis and treatment of patients, and varied administrative, managerial and supervisory duties. Providing care to patients who are

difficult, hostile, distressed; and, from varied backgrounds and situations increase the complexity of this position. Successful performance helps ensure the overall effective and efficient operation of the Behavioral Health program and SLHC resulting in improved patient outcomes.

Contacts

Contacts are typically with individual patients, families, groups, tribal agencies, social service agencies, courts, state and federal resource agencies, private/public treatment facilities, physicians, psychologists and other health care workers, and other employees.

Contacts are typically to give and exchange medical information, provide patient care and other related services, resolve problems, motivate personnel, negotiate and settle matters, and justify decisions.

Physical Demands/Work Environment

The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The work is typically performed in an office, or clinic setting which requires normal safety precaution for infection control and environmental safety measures. The noise level in the work environment is usually quiet.

While performing the duties of this Job, the employee is regularly required to sit; use hands and fingers to manipulate, handle, or feel; and, talk or hear. The employee must regularly lift and /or move light objects. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

This position requires operation of a motor vehicle to travel to patient homes, health care centers, schools, and other public facilities.

Supervisory and Management Responsibility

Manages the employees within the Behavioral Health program. Is responsible for the overall direction, coordination, and evaluation of the program. Carries out supervisory responsibilities in accordance with the SLHC's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Minimum Qualifications

- Master’s degree in Social Work.
- Progressively responsible experience in the occupational field, sufficient to perform the major duties of the position, and to be able to answer questions and resolve problems.
- Licensed in North Dakota.
- Must possess and maintain a current, active and unrestricted ND Driver’s license through course of employment, insurable under SLT driving policy.
- Must successfully pass a criminal and background check and a pre-employment drug screen.

Job Location:	Spirit Lake Health Center	Company Industry:	Spirit Lake Health Center
Job Role:	Medical Support Assistant – Behavioral Health Dept.		
Employment Status:	Full- time / Temporary 3-6 month position	Supervision	Behavioral Health Department Director

Salary Range:	DOQ	Manages Others:	no
Number of Vacancies:	1	Other:	
More detailed job description can be picked up in the Human Resource Department for this opening.			
Please Send Application to:			
Name:	Spirit Lake Tribe Human Resource Department	Email:	ndemarce@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272
Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		