



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

MENTAL HEALTH PROFESSIONAL

Position Description

Opens: May 20, 2022			
Closes: June 1, 2022			
Department:	Human Services	Reports to (title):	SUD/New Moon Manager
Job Code:	EX - 16	Job Location:	Vermilion, MN
Pay Range:	Min: \$56,734.91 Mid: \$70,918.64 Max: \$85,102.37	Supervises:	None
Hours/week:	24	Classification:	Exempt
Type of Position:	Part-Time	Effective Date:	05/19/2022
		Revised Date:	05/19/2022

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Mental Health Professional is responsible for providing direct clinical supervision and ensuring billing and other programmatic requirements are met for the Adult Rehabilitative Mental Health Services (ARMHS) and Adult Mental Health Targeted Case Management (AMH-TCM) programs. The incumbent in this position also performs diagnostic assessments, administers psychological testing, develops treatment plans, and conducts psychotherapy for children, adolescents and adults in a manner that is both culturally sensitive and appropriate utilizing the proper psychotherapeutic techniques.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Ensures that mental health services are based on clinical needs and are delivered in a manner that is culturally sensitive and culturally appropriate.
2. Provides diagnostic assessments for children, adolescents, and adults as needed and in compliance with all Department of Human Services standards.
3. Responsibilities may include psychotherapy to individuals, families and group counseling, critical incident stress management, and court-ordered evaluations in a manner that is both culturally sensitive and appropriate.
4. Develops individual therapeutic treatment plans with clients, and if appropriate, their family members and other service providers, that are based on clients’ needs, interests and abilities.
5. Administers and interprets psychological evaluations to clients, staff, and others as needed or requested.
6. Maintains accurate and timely records for all assigned clients to include: diagnostic assessments and updates, treatment plans and treatment plan updates, weekly case notes, consultation, monthly progress reports, file reviews in

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health records (paper or electronic), with the appropriate degree of detail to meet insurance, legal, and clinical standards.

7. Provides clinical supervision for all Mental Health-Targeted Case Management (MH-TCM) and Adult Rehabilitative Mental Health Service (ARMHS) providers in the SUD Unit and New Moon Supportive Housing.
8. Works closely with department staff to ensure all ARMHS and MH-TCM filing, billing, and charting, ensuring that tasks are done in an accurate and timely manner and in accordance with Department of Human Services regulations.
9. Assists the department staff in renewing and complying with the requirements for all grants, contracts, and certifications for all Behavioral Health Unit programs.
10. Ensures that notes for all billing encounters, and progress/encounters are completed and submitted in a timely fashion.
11. Provides medically necessary mental health treatment to children, adolescents and adults and their families, as directed by Minnesota Professional Board of Standards and Ethics.
12. Abides by the rules of confidentiality, Data Privacy Act, mandatory reporting laws, HIPAA Compliance, and Bois Forte Band of Chippewa RTC policies and procedures.
13. Maintains licensure requirements and attends trainings and conferences as needed to maintain required continuing education requirements, and technical competency in proper therapeutic techniques and treatments.
14. Provides consultation services to area agencies when requested, and builds and maintains positive working relationships with collaborating agencies and internal and external programs.
15. Provide referrals to clients for available resources and services within the Reservation and surrounding communities.
16. Proactively and creatively identifies ways of growing and sustaining the services currently provided within the SUD/New Moon department.
17. Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• 2000 hours of professional experience in a clinical role of services to persons with mental illness, to include two years of supervisory experience. |
| Education: | <ul style="list-style-type: none">• Masters’ Degree in Psychology, Marriage and Family Therapy, Counseling, Social Work, or a related human services field from an accredited college or university. |
| License/Certification: | <ul style="list-style-type: none">• Must be licensed by the State of Minnesota in one of the following: Licensed Psychologist (LP), Licensed Marriage and Family Therapist (LMFT), Licensed Independent Clinical Social Worker (LICSW), or a Licensed Professional Clinical Counselor (LPCC).• Must possess a valid driver’s license, be insurable under the Band’s RTC Automobile Policy, and be eligible to drive under any other motor vehicle use policies applicable to the position. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Ability to use critical thinking skills, function independently and make complex decisions based on standards of care, policies and procedures, critical pathways.• Knowledge of regulatory documentation requirements and ability to accurately and completely document clinical data.• Be able to compose and record professional quality data, evaluations, assessments, and progress notes in a timely fashion.• Knowledge of principles, techniques, and trends in counseling, psychotherapy, substance abuse and various treatment modalities.• Knowledge of biological, behavioral, and environmental aspects of emotional disturbances, mental health disability, and substance abuse.• Knowledge and scope of activities of Tribal, public, and private health and child welfare agencies and other available community, Tribal, county and state resources.• Ability to prepare assessments, treatment plans, and a variety of reports.• Ability to handle stress and unstable client behavior.• Knowledge of Federal laws including Health Insurance Portability Accountability Act (HIPAA), government regulations, Federal privacy act and agency rules and maintain the confidentiality of interactions with clients, staff and others. |

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- Ability to provide excellent customer service and client care using a holistic, client-centered approach.
- Ability to handle sensitive situations in a calm, professional manner.
- Strong observation, assessment, and crisis management skills.
- Knowledge of pharmacology of various medications (both legal and illegal substances), their therapeutic effects, side effects and adverse reactions.
- Ability to be flexible, and organize and prioritize time effectively.
- Excellent interpersonal and communication skills as demonstrated through interactions with staff, other agencies, groups, patients, families, and a diverse multi-disciplinary team.
- Intermediate knowledge of biopsychosocial (BPS) aspects of mental, developmental, physical disabilities, etc., as needed to formulate diagnoses, and participate in the treatment and delivery process.
- Intermediate knowledge of mental health education as required to relay and clarify findings when clinically indicated, to relatives, community agencies, and other involved persons.
- Basic knowledge of community organizations to initiate and coordinate aftercare and treatment delivery within the community.
- Ability to communicate effectively (written and spoken) with co-workers, clients and outside parties.
- Intermediate knowledge of recognized treatment interventions such as risk assessment, cognitive behavioral therapy (CBT), sex offender treatment, behavior modification, family, group and individual psychotherapies, psychosocial education, substance abuse intervention, and crisis intervention in order to address identified treatment needs.
- Experience with computerized management information systems.
- Basic operations of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment use/storage/maintenance of multiple usernames and passwords. Demonstrate computer related problem skills and utilizing available trainings and helpdesks.
- Demonstrated independent judgment regarding prioritization of work and interventions in emergency situations.
- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software, and appropriate storage of electronic files.
- A record of satisfactory performance in all prior and current employment, as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- Prior experience working with Native American communities

WORK ENVIRONMENT

Work Environment: The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility, such as potential exposure to hazardous chemicals, sharps, and infectious body fluids.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision

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abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.

Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Indians will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

Vaccine Requirement: The Bois Forte RTC adopted the COVID-19 Vaccination Requirement (Resolution No. 61-2022) which provides that COVID-19 vaccination is required for all employees of the Bois Forte Tribal Government and Band-owned businesses. That Requirement also applies to newly hired employees who must by their first date of employment either (1) present proof of receiving all COVID-19 vaccinations for which they are eligible under CDC guidance or (2) be approved for a medical or religious exemption from the Vaccine Requirement. If the employee only presents proof of the first dose of a two-dose COVID-19 vaccine by the first date of employment, the employee must further present proof of a second dose within 30 days of the date of the employee's first dose and proof of a booster vaccination within one month of eligibility. If the employee only presents proof of a single-dose COVID-19 vaccination or both doses of a two-dose COVID-19 vaccination by the first date of employment, the employee must further present proof of a booster vaccination within one month of eligibility.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.