



Bois Forte Band of Chippewa

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

BEHAVIORAL HEALTH REHABILITATION SPECIALIST

Position Description

Opens: March 15, 2023			
Closes: April 04, 2023			
Department:	Health & Human Services	Reports to (title):	Behavioral Health Manager
Job Code:	N-10	Job Location:	Bois Forte Human Services Nett Lake and Vermilion, MN
Pay Range:	Min: \$17.02 Mid: \$21.28 Max: \$25.53	Supervises:	None
Hours/week:	40	Classification:	Non-Exempt
Type of Position:	Full-Time	Effective Date:	11/04/2022
		Revised Date:	03/14/2023

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.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Behavioral Health Rehabilitation Specialist will provide adult mental health rehabilitative services (ARMHS) services to support clients with a serious mental illness diagnosis in the form of instruction, support, and skill coaching either in the client’s home or in the community. Services provided will strongly emphasize personal goal setting and developing strategies to achieve them, skill building, client advocacy, and connecting clients with community resources. The Behavioral Health Rehabilitation Worker will enable the client to develop and enhance psychiatric stability, social competencies, personal and emotional adjustment, independent living, and community skills when these abilities are impaired by the symptoms of mental illness.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Provides community-based adult mental health rehabilitative services (ARMHS) services to eligible adult clients (age 18+) with serious mental illness (SMI) that focus on basic living and social skills training and community intervention.
2. Meets with individuals 2-5 hours a week in the individual’s home or community.
3. Ensures that mental health services are based on clinical needs and delivered in a manner that is culturally sensitive and culturally appropriate following a holistic and person-centered delivery method.
4. Participates in weekly clinical supervision, under the direction of a designated clinical supervisor who meets Behavioral Health Professional level status.
5. Instructs, assists, and enables clients to develop and enhance personal stability, competencies, emotional adjustments, independent living, and community skills.
6. Provides program and client transportation as needed.

Position Description

7. Maintains a caseload of at least 15 clients or more as assigned, meeting productivity guidelines, and proactively seeking referrals as needed to maintain a full case load.
8. Maintains accurate and timely records, and mandated documentation requirements for ARMHS in accordance with Department of Human Services guidelines for all assigned clients, to include but not limited to: weekly progress/encounter notes, billing encounters, Functional Assessments, Interpretive Summaries, LOCUS, Treatment Plans and Reviews, Crisis plans, monthly progress reports, and file reviews in health records (either paper or electronic).
9. Provides referrals to clients for available resources and services within the Reservation and surrounding communities.
10. Inputs data into the Mental Health Information System (MHIS) and MN-ITS in a timely manner.
11. Participates and assists in the daily tasks associated with client care including evaluation of client safety and appropriate interventions related to their functioning and safety.
12. Acts as an advocate within a professional manner for clients as needed.
13. Provides crisis assistance as needed.
14. Attends trainings and conferences to comply with all continuing education requirements, and further enhance technical and programmatic knowledge.
15. Maintains billing and all service documentation in accordance with Department of Human Services guidelines and submits billing according to procedures established by department.
16. Abides by and complies with the rules of confidentiality, Data Privacy Act, mandatory reporting laws, HIPAA requirements, and RTC policies and procedures.
17. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
18. Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

Experience:

- 1 year working at a ARMHS worker (preferred, not required).
- At least 21 years old.
- Must have reliable transportation.

Education:

- High school diploma or equivalent.
- And/or has one of the following:
 - A. Has an associate of arts degree, two years of full-time postsecondary education, or a total of 15 semester hours or 23 quarter hours in behavioral sciences or related fields; is a registered nurse, or within the previous 10 years has one of the following:
 - Three years personal life experience with serious and persistent mental illness.
 - Three years personal life experience as primary caregiver to an adult with a serious mental illness, traumatic brain injury, substance use disorder, or developmental disability or
 - 2000 hours supervised paid work experience in the delivery of mental health services to adults with a serious mental illness or brain injury
 - B. Is fluent in a non-English language or competent in the culture of an ethnic group to which at least 20 percent of rehab worker's recipients belong, and:
 - Receives monthly documented individual clinical supervision during the first 2,000 hours employment.

Position Description

- Has 18 hours of documented field supervision by a mental health professional or practitioner during the first 160 hours of contact work with members and at least six hours of field supervision quarterly during the following year.
- Has review and co-signature of charting of recipient contacts during field supervision by a mental health professional or practitioner.
- Has 15 hours of additional continuing education on mental health topics during the first year of employment and 15 hours during every additional year of employment.

License/Certification:

- Must pass a background check.
- 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.
- CPR/ First Aide Certification (maybe be obtained through Bois Forte 30 days after start of employment).

Mandatory Knowledge, Skills, Abilities and Other Qualifications:

- Knowledge of established concepts, principles and practices related to mental health, with full consideration of mental, emotional, and physical factors.
- Ability to handle large amounts of travel time to meet clients and their needs.
- Instruct, assist, enable people to develop and enhance stability, competencies, personal/emotional adjustments and independent living, activities, and community skills.
- Ability to take direction from treatment director and clinical supervisor.
- Attend department staff meetings.
- 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 in a timely fashion.
- Basic knowledge of the pharmacology of various medications (both legal and illegal substances), their therapeutic effects, side effects and adverse reactions.
- Ability to prioritize activities and organize time effectively.
- Ability to maintain the confidentiality of interaction with clients and other relevant confidential information within position.
- Ability to maintain professional boundaries.
- Ability to provide good customer service with a patient-centric approach.
- Excellent interpersonal skills in handling interactions with staff, other agencies, groups, and patients and families; capable of working with and actively participating with a diverse multi-disciplinary team.
- Basic knowledge of principles, procedures, techniques, trends, and literature of mental health (e.g., mental disorders, human development, social policy, developmental disabilities, cultural factors, etc.) in order to meet psychiatric social work responsibilities.
- Ability to handle sensitive situations in a calm, professional manner.
- Experience with computerized management information system, and capable of entering client sensitive data into MHIS and other electronic data information systems.

Position Description

- Ability to communicate effectively (written and spoken) with co-workers, clients, and outside parties.
- Strong observation, assessment, and crisis management skills.
- Ability to handle stress and unstable client behavior.
- Ability to work independently with minimal direction and within part of a team.
- Excellent organizational and documentation skills.
- Basic knowledge of current standards in mental health, public health and public welfare, and Federal, State and Tribal programs in these fields in order to provide advocacy and enhance patient's functioning and access to identified community resources.
- Knowledge in substance abuse and causes and symptoms of mental health issues.
- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.
- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- Ability to perform other duties as assigned.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in psychology, social work, or other human services related field.

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 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 Tribe will be given primary preference in hiring and employment for this position. Members of other

Position Description

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.

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.