

# Winslow Indian Health Care Center

## Job Vacancy Announcement #WDH-23-61

### Closing Date: Open until filled

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**POSITION TITLE: Licensed Mental Health Counselor**

**DEPARTMENT: Mental Health**

#### **Position Summary:**

Under general supervision of the Chief of Mental Health/Psychiatrist, the Licensed Mental Health Counselor provides counseling and casework services to patients. Provides therapeutic mental health services to children, adolescents and families. Assesses patients' mental status through interviews, and develops treatment. Provides crisis intervention services to patients. Upholds the principles of WIHCC's Vision, Mission and Value Statements. Maintain confidentiality of all privileged information at all times.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

#### **Essential Duties & Responsibilities:**

- Maintains regular attendance and punctuality.
- Obtains information about patients through interviews, case history, and observational techniques; evaluates data to identify causes of problems and to determine advisability of counseling or referral to other specialists.
- Conducts individuals, family, and group psychotherapy.
- Provides services to patients with a wide variety of acute and chronic mental health problems including depression, suicide attempts, bereavement, psychotic episodes, family conflicts, substance abuse or dependence, and trauma resulting from violence or abuses of emotional, physical or sexual nature.
- Coordinates services to patients with clinic psychiatrist and other clinic personnel.
- Provides consultation to clinic personnel, public and private resource agencies relative to patient needs in resolving medical, social, and emotional problems. Participates in scheduled case conferences.
- Participates in developing preventive and health promotion activities in the schools, human service agencies and in the service area communities.
- Facilitates group discussions with patients with varied cultural and educational barriers and helps them direct themselves to helping themselves.
- Maintains all appropriate patient records in RPMS/HER, adhering to WIHCC policies as well as AAAHC and other accreditation agencies' standards.
- Participates in regular 24 hour crisis on-call rotation shared by Mental Health professional staff.
- Works closely with the Navajo Tribal Division of Social Welfare and other agencies to coordinate services for patients who are reported for suspected child abuse/neglect.
- Develops and maintains effective liaisons with the courts, social services and pediatrics for the benefits of patients.
- Monitors patients' treatment plans. Prepares and maintains reports and case histories.
- Formulates program for treatment and rehabilitation of client, using knowledge of counseling and treatment techniques.
- Provides and/or arranges for therapeutic interventions as appropriate for patients or clients in a crisis condition and for those with serious disturbance problems.
- Refers client to other support services as needed, such as medical evaluation and treatment, social services, and employment services.
- Maintains current knowledge base on counseling issues regarding behavioral problems through conferences, educational requirements for licensure, and applicable current literature.
- Monitors condition of client to evaluate success of therapy and adapt treatment program as needed.
- Represents the WIHCC at meetings, Health Boards, and related organizations.
- Maintains a good communication with co-workers and maintain a positive and professional work environment.
- Contributes to a team effort and accomplishes related results as required.
- Requires completion of tasks or duties assigned by a supervisor.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCCs Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.

- Performs other duties as assigned.

### **Minimum Qualifications:**

Master's Degree in a field related to behavioral health required. Minimum one year of experience working with adult and adolescent populations in direct behavioral health care. Licensure by the Arizona Board of Behavioral Health Examiners required: licensure at the LPC or Professional level preferred; licensure at the LAC or Associate level will be considered. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

### **Knowledge, Skills, Ability**

- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of patient evaluation and plan of care procedures.
- Knowledge of patient outreach services and activities and understanding of clinical counseling principles and methodology.
- Knowledge of community health care and vocational services.
- Knowledge of community wellness and mental health resources.
- Knowledge of case management and crisis intervention techniques.
- Knowledge of physical risk or injuries due to potential for combative behavior by patients.
- Knowledge of legal and ethical issues related to patients' rights.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Skills in interviewing and psychological/development evaluation.
- Skill in preparing and maintaining patient records.
- Ability to be certified in child/play therapy for child population.
- Ability to apply mental health counseling methods and techniques.
- Ability to evaluate the progress of therapeutic programs and to make individual modifications.
- Ability to develop and present educational programs and/or workshops.
- Ability to maintain emotional stability to cope with human suffering, emergencies, and other stresses.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to effectively communicate both in written and verbal.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

### **Physical Demands:**

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

### **Work Environment:**

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

**As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.**