



## JOB DESCRIPTION

Position Title	Department	Reports to
Licensed Mental Health Provider	General Operations	Executive Director
Employment Status	FLSA Status	Effective Date
<input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	September 1, 2023
Compensation		End Date
\$5,376.00 a month		December 31, 2024

### POSITION SUMMARY

Licensed Mental Health Provider will incorporate a variety of strengths-based, culturally informed therapeutic modalities and interventions to people referred to Unkitawa. Provides evaluation, diagnostic, therapy and crisis intervention to individuals, and groups in a clinical setting. Adheres to HIPAA and confidentiality requirements. Honors and represents the mission, vision, values of Unkitawa. The Licensed Mental Health Provider will report directly to the Executive Director.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to, the following:

- Provides a comprehensive assessment of clients using a variety of instruments to determine the diagnosis, treatment motivation, physical health, mental health, environment, and vocational situation; determines the level of care, intervention strategies, and an individualized treatment plan.
- Collaborates with a diverse team of professionals integrating care in assessment, treatment and medical care to clients.
- Adheres to established guidelines and protocols.
- Conducts outreach to ensure clients have access to the dual credentialed providers and to offer individual and group counseling.
- Works with other community services and resources in obtaining and providing continuous care in an individualized recovery plan for clients.
- Counsels clients in a group or individual setting on the effects of drugs and alcohol and special health considerations such as pregnancy, mental health conditions, or chronic health issues like diabetes or high blood pressure and the emotional/cognitive complications that may arise.
- Engages clients through outreach and building rapport.
- Develops appropriate individualized treatment plans to address the client's mental health issues, coping strategies, and recovery needs; educates families, friends, or other caregivers on how to help the individual stay on track.
- Evaluates the effectiveness of treatment programs, monitors client progress, and remains aware of the signs of recidivism.



- Participates as a member of the team that meets weekly in order to discuss cases regarding progress updates, hurdles, feedback, recommendations, and other regular clinic topics.
- Manages client caseload; works with insurance agencies as required; communicates authorizations.
- Incorporates traditional cultural approaches as needed to aid in therapy and recovery.
- Completes all required documentation, intake notes, treatment plans, treatment plan reviews, group notes, and discharge summaries in accordance with established policies and procedures.
- Prepares current patient progress reports and completion notices and provides them to courts, probation departments, DCFS, and referral sources as appropriate.
- Maintains professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
- Adapts to changes in safety protocols and procedures.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as assigned.

#### **Knowledge, Skills, and Abilities:**

- Knowledge of traditional forms of government and tribal customs and traditions.
- Knowledge of patient evaluation and plan of care procedures.
- Knowledge of patient outreach services and activities.
- Knowledge and understanding of clinical counseling principles, substance and chemical abuse, programs, and methodology.
- Knowledge and familiarity with the use of DSM-IV in the development of treatment plans for a client with substance abuse issues.
- Skills in interviewing and psychological/developmental evaluation.
- Skill in preparing and maintaining patient records.
- 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 workshops.
- Ability to plan, implement, and evaluate individual patient care programs.
- Ability to communicate effectively both verbally and in writing.
- Ability to build rapport quickly and effectively with clients and their families.
- Ability to integrate training, experience, and common sense sufficient to identify potentially dangerous situations to resolve the situation with minimum injury to self or other persons.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to gather data, compile information, and prepare reports.
- Ability to handle multiple tasks and meet deadlines.



### **MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Master's degree in psychology, Social Work, or closely related field.
- Licensed Mental Health Counselor in Washington State required.
- Experience working within American Indian and/or Alaska Native communities preferred.
- Valid driver's license is required when driving vehicles for work-related purposes.
- Must be able to successfully pass a background screening / investigation according to the established requirements below.
- This position requires qualified applicants to be fully vaccinated including COVID-19 vaccines on the first day of employment.

### **COMPENSATION AND SCHEDULE**

- Compensation will be \$5,376.00 a month
- Observation of all Federally and Culturally recognized Holidays
- Ceremony Leave
- Paid Time Off
- Sick Leave
- Paid twice a month

### **REQUIREMENTS**

- Must be legally able to work in the USA – visa support will not be provided.
- Local candidates only – relocation assistance will not be provided.
- Hybrid Position - Remote work with ability to meet with greater team once a week, meet with Interns once a week and attend activities at various locations throughout the year.
- Unkitawa is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other characteristic protected by law.
- Your Right to Work -In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

**The organization is an Equal Opportunity Employer, drug-free workplace, and complies with applicable ADA regulations.**