



## POSITION DESCRIPTION

Position Title	Mental Health Counselor I
Department	Behavioral Health
Reports To	Mental Health Clinical Manager

Job Grade	H	Schedule: Full-Time
Effective Date	August 2019	Benefitted

### Position Summary

The Mental Health Counselor I works within a multidisciplinary team to provide crisis intervention, mental health evaluation and diagnosis, treatment planning, therapy, case management and group work with a significant focus on school based services and support to families. All duties and responsibilities will be performed in accordance with the Yellowhawk Mission and Vision statements.

#### **Essential Duties:**

Provides individual, couple and family mental health services.

Serves as clinical lead when providing services in collaboration with Traditional Health Workers.

Completes clinical documentation within standard and appropriate timelines per policy.

Coordinates care within an integrated care framework and coordinates with outside agencies as needed to meet the treatment needs of clients.

Provides diagnoses and culturally appropriate treatment or referral for patients with mild to severe mental health problems.

Provides a multi-disciplinary approach to treatment plans, coordinating when appropriate with other staff and consultants.

Treats disorders utilizing techniques and therapy methods which are culturally sensitive, appropriate, and accepted within the mental health profession.

Documents therapy in electronic health record according to established procedures.

Assesses client progress and modifies treatment plans accordingly.

Intervenes as a crisis counselor in situations requiring immediate mental health treatment.

Attends meetings and participates in committees as required by the Mental Health Clinical Manager

Participates in professional development activities and maintains appropriate professional licensure and affiliations.

Performs related work as required by the duties described above and by the Mental Health Clinical Manager.

**Other Duties:**

Other duties as assigned.

**Knowledge, Skills and Abilities:**

The ability to provide therapeutic, culturally appropriate, mental health counseling services to individuals, couples, families and groups having psycho-social problems, including the ability to accurately assess the patient's problems, establish sound treatment plans, and effectively carry out treatment plans.

The ability to organize and prioritize this type of work. Applicant must have the knowledge and ability to handle large caseloads with guidance as needed from the Mental Health Clinical Manager.

The ability to communicate well with individual clients and groups in community education outreach.

**Typical Physical Demands:**

Requires prolonged sitting, some bending, stooping and stretching. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment. Requires normal range of hearing and eyesight to record, prepare and communicate appropriate reports.

**Typical Working Conditions:**

Most work is performed in a normal office environment. Some field work is required. Occasional exposure to communicable diseases and other conditions in a clinic environment. Potential occasional exposure to aggressive, psychotic, and/or violent patients.

**Other Aspects of the Position:**

Requires occasional weekend and/or evening work.

May require travel for training and meetings.

**Minimum Qualifications:**

Requires a Master's degree in a behavioral health related field.

Prefer either a Licensed Oregon Clinical Social Worker (LCSW), Psychologist, or Professional Counselor (LPC) or equivalent license from other state. The standards for maintaining Oregon licensure will apply to maintain this position unless the state of licensure requires higher standards. Will consider individuals who have a QMHP status if in the process of completing requirements for clinical licensure.

Experience working with children and families is strongly preferred.

Requires special training and experience in providing appropriate mental health treatment for trauma survivors.

Knowledge of office information and word processing software programs. Willing to learn the Indian Health Service PCC Behavioral Health Services system or comparable software when available.

Must possess a valid driver's license and maintain insurance requirements to operate General Services Administration vehicles.

Represents Yellowhawk with a respected and viable presence in the community.

Must submit to and pass a reference and criminal background check.

Must submit to and pass a pre-employment drug and alcohol screening.

**Preferred Qualifications:**

Experience providing school based mental health services and using the wrap around model in developing service plans for children and young people with complex mental health needs.

**Yellowhawk gives preference to applicants in the following order:**

- CTUIR-enrolled Tribal members
- Other federally-recognized tribal members
- Military personnel who have been honorably discharged
- All other applicants

The success of the Yellowhawk Tribal Health Center (YTHC) delivery of health care services, business operations and reputation are built on the principles of our employees' fair and ethical conduct. Our reputation for integrity and excellence requires careful observance of the terms of the Centers contracts with funding agencies, the Personnel Policies and Procedures Manual, and the spirit of all applicable laws and regulations, as well as the adherence of the YTHC employees to the highest standards that govern their professions, conduct, performance and personal integrity.

Approved by:

Date

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I acknowledge that I have read and understand the duties and responsibilities of this position description.

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Signature

Date