



POSITION DESCRIPTION

POSITION TITLE Mental Health Counselor I

OPENING DATE 12/30/2019

CLOSING DATE 1/14/2020

DEPARTMENT Behavioral Health

LOCATION Yellowhawk Tribal Health Center

SUPERVISED BY Mental Health Clinical Manager

SALARY \$54,780 - \$82,212 annual Grade: H

STATUS Full Time; Exempt; Covered Status; Safety Sensitive

MINIMUM QUALIFICATIONS

1. Requires a Master’s degree in a behavioral health related field.
2. May consider individuals who have a QMHP status if applicant is in the process of completing requirements for clinical licensure.
3. Requires special training and experience in providing appropriate mental health treatment for trauma survivors.
4. 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.
5. Must possess a valid driver’s license and maintain insurance requirements to operate General Services Administration vehicles.
6. Represents Yellowhawk with a respected and viable presence in the community.
7. Must submit to and pass a reference and criminal background check.
8. Must submit to and pass a pre-employment drug and alcohol screening.

Preferred Qualifications:

1. 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.
2. Training and experience effectively using EMDR, DBT, CBT or other culturally resonant interventions in therapeutic sessions.
3. Experience working with tribal communities impacted by trauma is strongly preferred.
4. Experience working with individuals with co-occurring disorders is strongly preferred.

DESCRIPTION [Job Summary](#)

The Mental Health Counselor I uses a trauma informed and culturally resonant approach to provide crisis intervention, mental health evaluation and diagnosis, treatment planning, therapy, case management and group work. Provides individual, couples and family mental health services. Collaboratively coordinates care with other disciplines within the clinic and outside agencies as needed. All duties and responsibilities will be performed in accordance with the Yellowhawk Mission and Vision statements.

Essential Job Functions:

1. Provides individual, couple and family mental health services.
2. Serves as clinical lead when providing services in collaboration with Traditional Health Workers.
3. Completes clinical documentation per policy and professional standards.
4. Performs within an integrated care framework coordinating care with outside agencies as needed to meet the treatment needs of clients.
5. Treats disorders utilizing techniques and therapy methods which are culturally resonant, trauma informed, evidence based, and/or recognized by the State of Oregon as tribally based.
6. Documents therapy in electronic health record according to established procedures and timeframes.
7. Assesses client progress and modifies treatment plans accordingly.
8. Provides crisis intervention in situations requiring immediate mental health treatment.
9. Attends meetings and participates in committees as required by the Mental Health Clinical Manager.
10. Participates in professional development activities and maintains appropriate professional licensure and affiliations.
11. Performs related work as required by the duties described above and by the Mental Health Clinical Manager.

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 communicate with clients to accurately assess. Most work is performed in an open 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. Type of work may occasionally disrupt planned schedule so can respond to behavioral health crisis or need for staff coverage.

NOTICE TO APPLICANTS

Application Deadline

Complete Yellowhawk employment application packets will be accepted until 4:00 p.m., on the posted closing date as found on Page 1 of this announcement, or postmarked on that date. Only those employment application packets which are complete, with all additional required

information, as found in the “required employment application packet material” below will be considered. Employment application packets received after the deadline will not be considered.

Required Employment Application Material

Applicants will be required to submit a complete job application packet for each position they desire to apply for. A complete job application packet will include:

1. Completed employment application.
2. Cover letter – explaining your qualifications and experience relevant to the functions of this position.
3. Resume – identifying your qualifications and experiences relevant to the functions of this position.
4. High School Diploma/GED or copy of official college transcripts (if applicable).
5. Preference – appropriate documentation for either Tribal or Indian preference and/or Veteran’s preference.

Application Submission

Submit Complete Job Application Packets to:

via Mail:
Yellowhawk Tribal Health Center
attn: Human Resources/HR Recruiter
46314 Timine Way
Pendleton, OR 97801

OR

via E-mail:
hrrecruiter@yellowhawk.org

APPLICANT REVIEW AND ACKNOWLEDGEMENT

I acknowledge that I have read and understand the duties, responsibilities and requirements of the position for which I am applying.

Signature

Date