**POSITION DESCRIPTION**

**POSITION: Behavioral Health Program Manager/Counselor** **POSTING DATE: 8-27-18**
**LOCATION:** S/M Health & Wellness Center **CLOSING DATE: Until Filled**
**SALARY: $41,350 -59,987.20 negotiable Exempt** **PAYGRADE: 6**
**TABLE OF EQUIVALENCIES: Does Not Apply**
**Reports to: Health Director** **Department: Health Center** **Division: Tribal Adm.**

**Every employee of Stockbridge Munsee Community is expected to present themselves in a professional manner to customers as well as other departments. Stockbridge Munsee Community strives to provide a positive team environment where everyone contributes.**

GENERAL RESPONSIBILITIES:
The Behavioral Health Program Manager/Counselor will provide general program direction for the Behavioral Health Department, which includes Mental Health and AODA. The Behavioral Health Program Manager/Counselor also provides direct contact with clients. This contact includes assessment, intervention (including crisis intervention), case management, referrals as appropriate, and documentation. The Behavioral Health Program Manager oversees department compliance with appropriate State codes and State certification for CSAS and Mental Health outpatient services; program reporting; participation in tribal project and community development activities; and providing technical assistance to other tribal programs, as requested.

**STANDARD QUALIFICATIONS:**
All employees of Stockbridge Munsee Community must meet the following qualification:
1. Must submit to and pass a pre-employment drug and health screening.
2. Must be at least 18 years of age, unless otherwise stated on job description
3. Must maintain an acceptable departmental attendance record
4. Must be able to work weekends, nights and holidays
5. Must obtain and maintain Elder/Youth License as stated on job description

DUTIES:
1. Provides mental health intake, intervention, case management and crisis intervention services.
2. Documents all client interactions on appropriate forms within 48 hours using medical Records policy.
3. Makes referrals to other health professionals and/or agencies as appropriate, including mandatory reporting.
4. Oversees PRC/(CHS) referrals for behavioral health services.
5. Develop and maintain client referral network.
6. Meet with Clinical Psychologist and Medical Director weekly to review caseload as required by state statutes.
7. Completes all required reports.
8. Provides technical assistance to other Stockbridge tribal programs as appropriate.
9. Completes community-wide Behavioral Health education program as requested.
10. Acts as a liaison with appropriate tribal, county and state agencies.
11. Prepare, manager, and monitor the annual Behavioral Health Budget(s), Grants budget and budget narratives, and submit them to Assistant director/HC Director by the due date per notifications.
12. Oversees the management of Behavioral Health grants.
13. Provides direct administrative supervision of Behavioral Health
14. Keeps current on changes and maintains state certification for CSAS and Mental Health outpatient treatment services.

15. Represents the Behavioral Health Department on internal SMHWC committees, i.e. QI, managed care, MIS, credentialing, SMHWC Directors, etc.
16. Collaborates with other S/M Tribal departments
17. Oversees and monitors all contracts with outside vendors in the Behavioral Health Department, i.e. consulting psychologist, etc.
18. Must maintain an acceptable departmental attendance record.
19. Must be reliable and prompt when reporting to work.
20. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
21. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
22. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.
23. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
24. Maintains State Certification for Behavioral Health Department for both Mental health and AODA services per State Code 35 and 75.

QUALIFICATIONS:

1. Master's Degree in the Mental Health field (Per HSS 61.96 sub B 2 & 3 of Wis. Admin.Code)
2. Prefer dual certification/licensure in AODA and mental health or must obtain within 6 months.
3. Have completed 3,000 hours of supervised direct service to clients.
4. Must be licensable within the State of Wisconsin by the Marriage and Family Therapy, Professional Counseling and Social Worker Examining Board.
5. Knowledge and sensitivity to Native American mental health issues and ability to provide culturally affirming practice in a holistic manner(mind, body, spirit).
6. Experience working with young children utilizing play, art, drama or similar therapies is preferred.
7. Ability with consultation to provide mental health services to a broad range of client ages and issues.
8. Ability to perform all aspects of family based case management.
9. Knowledge and experience with behavioral health certification standards and procedures.
10. Managerial and supervisory experience preferred.
11. Ability to communicate clearly, both orally and written.
12. Must submit and pass a background security check to meet the Elder/Youth License Requirement as it pertains to the position and the location of the department prior to and during the course of employment with the Stockbridge-Munsee Community.
13. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
14. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.
15. Have demonstrated ability to maintain satisfactory work and attendance record in any prior or current employment as required.
16. Must maintain strict confidentiality.
17. Electronic Health Records capability is preferred.
18. The ability to see the complex interaction of the psychological, spiritual, social, and biological traits of an individual for clear treatment planning and delivery.
19. Must abide by departmental and organizational safety, testing, and uniform guidelines.

20. Must be able to meet physical requirements of position.
21. Must be eligible for coverage under the employer's liability insurance.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

SUBMIT APPLICATIONS TO: Human Resource Manager
Stockbridge-Munsee Community
N 8705 MohHeConNuck Road
Bowler, WI. 54416

WE ARE A DRUG FREE EMPLOYER
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE.

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian preference is given in accordance with the tribal Employment Preference Ordinance.

**Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.**

To apply online visit our website www.mohican.com

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| Revised Position: | Tribal Council Approved: 11-21-07 |
| Revised Position: 9-8-08 | Tribal Council Approved: 9-17-08 |
| Revised Position:5-22-12 | Tribal Council Approved: 5-29-12 |