



MENTAL HEALTH COUNSELOR

Position Description

Department:	Behavioral Health
Job Code:	
Pay Range:	DOQ
Hours/week:	40
Position Type:	Full-time

Reports to:	Behavioral Health Director
Classification:	Exempt
Effective Date:	July 1, 2017
Revised Date:	June 26, 2023

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Canoncito Band of Navajos Health Center, Inc. (CBNHC) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care fully.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.
- Comply with all CBNHC and Health Center policies and procedures, as well as all applicable laws.

POSITION PURPOSE

The employee uses a high level of skill in assessing and treating psychosocial. The incumbent is under the direct supervision of the Supervisory Psychologist and is expected to provide clinical services in order to maintain or restore patients to their highest level of functioning. Work is comprised of providing clinical services consistent with accepted standards of ethical and professional mental health treatment. The incumbent provides supportive counseling, crisis intervention, and outreach and community education services as needed. Works closely with other clinical employees to provide access and service to the tribal population.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Makes professional evaluations, decisions, and recommendation for treatment planning and implementation
- Provides subject matter consultation to colleagues and students on the counseling process
- Builds on the foundation of competence through regular meetings and discussions to explain assignments
- Reviews progress of cases and confer on counseling perspectives and orientation
- Provides complex crisis intervention and stabilization to patients who are in psychological distress
- Establishes goals/treatment through a collaborative process with the patient utilizing advanced counseling skills including evidence-based practices and screening/assessment
- Uses a broad range of individual, group, or, familial counseling interventions
- Demonstrates sensitivity to diversity and possesses multicultural counseling skills
- Uses most current DSM in making diagnoses and formulation of treatment goals and application of appropriate clinical intervention using professional counseling practices
- Develops and delivers psycho-education groups that include life skills, family support, and community integration

MINIMUM MANDATORY QUALIFICATIONS

- Education:
- Master's degree in or directly related to full professional work in mental health counseling
- Certifications:
- Licensed Professional Clinical Mental Health Counselor (LPCC) or Licensed Mental Health Counselor (LMHC)
- Experience:
- Two years of professional mental health counseling experience
- Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- Must be able to carry out the essential duties, functions and responsibilities as detailed above
 - Understanding of programmatic organization delivering services to American Indian populations in a reservation setting
 - Knowledge of Electronic Health Records, preferably the one utilized by the IHS
 - Knowledge of Microsoft Office software and personal computer use
 - Knowledge of Federal and State Codes and regulations as they apply to the ambulatory clinical health services. Knowledge of OSHA standards, New Mexico Department of Health reporting requirements for communicable diseases
 - Ability to perform other duties as assigned

PREFERRED QUALIFICATIONS

- Bilingual skills in English and the Navajo native language
- Prior experience working with Indian Health Services (IHS), a Tribe or Tribal organization
- Board Certification or willingness to pursue further advanced training while working in this position

WORK ENVIRONMENT

- Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff.
- Mental demands: There are several deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

OTHER

- All employees must uphold all principles of confidentiality, HIPAA and patient care fully. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

- Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

APPLICATION INSTRUCTIONS

- Read instructions prior to completing application form; incomplete applications will not be considered.
- Submit an application, resume and letter of interest to one of the following methods:
 1. E-mail to Humanresources@cbnhc.org
 2. Mail to Canoncito Band of Navajos Health Center Inc., ATTN: Human Resources, P.O. Box 3338, To'Hajiilee, NM 87026
 3. Deliver to the CBNHC Human Resources Office, 129 Medicine Horse Dr., To'Hajiilee, NM 87026
- For more information, contact Human Resources at (505) 908-2307 ext.119

Canoncito Band of Navajos Health Center Inc. is a Navajo Preference Employer. As required by the Navajo Preference in Employment Act, preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants consistent with the Indian Self-Determination Act Indian preference provision.