



CANONCITO BAND OF NAVAJOS  
**HEALTH CENTER**

PO Box 3338 / 129 Medicine Horse Drive – To'Hajiilee, NM 87026 INC.  
Phone (505) 908-2307 / Fax (505) 908-2310

**LICENSED MENTAL HEALTH THERAPIST**

Position Description

<b>Department:</b>	Behavioral Health
<b>Job Code:</b>	
<b>Pay Range:</b>	DOQ
<b>Hours/Week:</b>	40 hours
<b>Position Type:</b>	Full-Time

<b>Reports To (Title):</b>	Behavioral Health Director
<b>Classification:</b>	Exempt
<b>Effective Date:</b>	July 1, 2017
<b>Revised Date:</b>	September 20, 2024

**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 to the fullest extent.
- 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.
- Follow all CBNHC policies and procedures, as well as all applicable laws.

**POSITION PURPOSE**

The employee uses expertise in assessing and treating mental health and/or co-occurring disorders; providing clinical services to keep or restore patients to their highest level of functioning. Work includes providing clinical services consistent with accepted ethical and professional mental health treatment standards. As needed, the incumbent provides supportive counseling, crisis intervention, outreach, and community education services. The incumbent is under the direct supervision of the Behavioral Health Director and works closely with other clinical employees, health center staff, and external resources to provide access and service to the tribal population.

**SUMMARY OF ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES**

- Responsible for screening and professional evaluations, decisions, and recommendations for treatment planning and implementation of treatment strategies.
- Leverages crisis intervention techniques and ability to independently provide social services and crisis intervention to patients, caretakers, and legal guardians.
- Provides and/or recommends anticipatory guidance and economic and social interventions (social determinants of health) for patients and families.
- Collaborates effectively and works closely with a team of physicians, providers, and clinical and administrative staff.
- Reviews progress of cases; providing and/or assisting in consultations, interventions, and development of treatment plans.
- Provides complex crisis intervention, brief therapy, support, and stabilization to patients who are in psychological distress.
- Establishes goals/treatment through a collaborative process with patients using screening/assessment results and evidence-based practices.
- Uses a broad range of individual, group, or familial counseling interventions in the clinic, home, and community.
- Engages with diverse communities with high crises (e.g., suicidal tendencies, domestic violence, and self-harming behaviors) and demonstrates flexibility, professionalism, and positivity in a stressful and changing environment.
- Collects intake information, performs screening, triages patients if urgent for emergencies, and schedules follow-up services.
- Coordinates with community and external mental health resources.
- Employs knowledge of psychopharmacology and psych-gerontology in treatment.
- Develops, organizes, and delivers psycho-education groups.
- Coordinates and implements special projects and community mental health initiatives as directed.
- Actively participates in team and staff meetings.
- Enters and maintains appropriate treatment documentation in Electronic Health Records (EHR).
- Ensures compliance with all applicable regulations and laws.
- Displays a high level of discretion and prioritizes patient confidentiality/maintains HIPAA standards.
- Performs other duties as assigned.



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**MINIMUM MANDATORY QUALIFICATIONS**

- |  |   |
|--|---|
| Education:   | <ul style="list-style-type: none"><li>• Master's or Doctoral degree in counseling or a counseling-related field from an accredited institution</li></ul>  |
| Experience   | <ul style="list-style-type: none"><li>• Licensed Professional Clinical Mental Health Counselor (LPCC); Licensed Independent Social Worker (LISW); or a Licensed Psychologist</li><li>• Two or more years' experience treating common psychological or psychiatric disorders (e.g., anxiety, mood)</li></ul>   |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Must perform the essential duties, functions, and responsibilities as detailed above</li><li>• Ability to work with children, adolescents, adults, and geriatric populations in a Patient-Centered Medical Home model of services: outpatient setting and school through clinic &amp; home visits and fieldwork</li><li>• Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituents in a tribal community</li><li>• Experience obtaining intake information, screening, triaging patients if urgent for emergencies, and scheduling follow-up services</li><li>• Expertise in working with difficult and complex cases, including work with major mental illnesses that are often complicated by histories of substance abuse and history of trauma</li><li>• Understanding of programmatic organization delivering services to American Indian populations in a reservation setting</li><li>• Experience providing or recommending anticipatory guidance and economic and social interventions (social determinants of health) for patients and families</li><li>• Familiarity with diverse communities with high crises (e.g., suicidal tendencies, domestic violence, and self-harming behaviors) and ability to be flexible while staying professional and positive in a stressful and changing environment</li><li>• Working knowledge of community and external mental health resources</li><li>• Understanding of psychopharmacology and psych-gerontology</li><li>• Advanced coordination and organizational skills</li><li>• Knowledge of Electronic Health Records (EMR) used by Indian Health Services/Tribal 638</li><li>• Proficiency in Microsoft Office software and personal computer use</li><li>• Knowledge of Federal and State Codes and regulations for ambulatory clinical health services to include HIPAA, OSHA standards, and New Mexico Department of Health reporting requirements for infectious diseases</li><li>• A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from employers</li><li>• Clean background check and drug screen</li><li>• Ability to perform other duties as assigned</li></ul> |

**PREFERRED QUALIFICATIONS**

- Bilingual skills in English and the Dine language.
- Prior experience working with Indian Health Services (IHS), a Tribe, or a Tribal healthcare organization.
- Independent Licensed Provider to treat psychological, psychiatric, and co-occurring disorders.



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**WORK ENVIRONMENT**

**Work Environment**

The work environment characteristics described here represent 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. This position may expose certain inherent health risks when working within a health center facility, such as exposure to hazardous chemicals, sharps, and infectious body fluids. Work is performed in various settings, including large meeting rooms, auditoriums, classrooms, outdoors, patient homes, or in an office with moderate noise. Situations where extreme caution must be exercised sometimes occur when contacting individuals at home. Evening, weekend, and holiday work will be needed, as well as on-call for emergencies. Travel is needed for training, meetings, conferences, presentations, and other events.

**Physical Demands**

The physical demands described here represent those that an employee must meet to perform the primary functions of this job successfully. While performing the duties of this job, the employee may often have to stand, walk, sit, bend, twist, talk, and hear. There may be prolonged periods of sitting, keyboarding, reading, and driving or riding in transport vehicles. The employee must occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Hearing and talking are essential to communicating with patients, vendors, and staff.

**Mental Demands**

This position has several deadlines. The employee must also multitask 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 to the fullest extent. This position has access to sensitive information, and a breach of these principles will be grounds for immediate termination.
- *Disclaimer:* The information in this position description has been designed to show the general nature and level of work performance by employees in this position. It is not intended to have or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications needed by employees assigned to this position. Employees will be asked to perform other duties as needed.

**APPLICATION INSTRUCTIONS**

- Read instructions before completing the application form; incomplete applications will not be considered.
- Submit application, resume, and letter of interest via one of the following methods:
  1. E-mail to [Humanresources@cbnhc.org](mailto: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 Christina Chavez at (505) 908-2307 ext. 119 or Tiffany Begay at (505) 908-2307 ext. 120.

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