



## MESCALERO APACHE TRIBE JOB ANNOUNCEMENT

<b>Position Title:</b>	<b>Clinical Director</b>	
<b>Department:</b>	<b>Four Direction Treatment &amp; Recovery Center</b>	
<b>Employment Status:</b>	<b>Exempt</b>	<b>Grade: E5</b>
<b>Open date: October 21, 2021</b>	<b>closing: Until filled</b>	

### Job Summary

Provide and document direct day-to-day clinical supervision. Leads the Treatment Team by ensuring meeting schedules and basic documentation of Team's interactions.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

### Duties and Responsibilities

- Provides direct clinical supervision employing all phases of clinical services, identifying and selecting best treatment model to appropriately meeting resident's psych-social needs along with understanding of clinical content needed for completion of each clinical form.
- Improves staff effectiveness by hiring, coaching, counseling, training and recommending disciplinary action for employees. Plan, delegate, monitor, and appraise job tasks and results in a timely manner.
- Directs assignments, approve work schedules, recommend training, and approve time. Is and schedules counseling sessions with client.
- Initiates program and quality enhancements, employing evidence-based and culturally relevant curriculum.
- Oversees social and recreational activities; ensures that clients are regularly going on outings and being involved in recreational, social and community activities.
- Reviews, corrects and signs all progress notes of Counselors.
- Utilizes best practice approaches in the implementation of treatment and coordination of care for residents.
- Audits and maintains current and accurate records for each resident including the appropriate order of records in the chart.
- Ensures that all procedures within MTHS conform to Federal, tribal and grant regulations/requirements.
- Addresses, approves, or denies client requests.
- Serves as mentor, coach and teacher for staff.
- Conducts weekly Clinical Staff meeting to review referrals or monitors client cases as well as discuss clinical information and disseminates information.
- Fills in for Counselors in therapy or classrooms as needed.
- Provides counseling based on the treatment plan. Recommends and makes referrals to appropriate community agencies for specialized services.
- Prepares weekly statistical reports and client status reports and submits to Executive Director.
- Maintains standards and practice in accordance with applicable laws, regulations and requirements, as well as professional standards.
- Maintains confidentiality of all information.

- Enhances professional growth and development through participation in educational programs, reading current literature, attending in-services, meetings and workshops.
- Performs other duties as assigned.

### **Minimum Qualifications**

- Master's Degree in Social Sciences, Counseling, Psychology or related field.
- Three years experience with clinical treatment. One year in a managerial or supervisory capacity.
- LISW, LMSW, LMHC, or LPCC License.
- Must meet minimum requirements of NM counseling and Therapy Practice Board to provide clinical supervision.
- Must have a valid NM Driver's License.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

*Tribal preference and Native American Indian preference shall apply to all positions.*

### **Knowledge, Skills and Abilities**

- Knowledge of health related issues, medical terminology, and health care education.
- Knowledge of applicable federal, state, tribal, county and local laws, regulations, and requirements.
- Knowledge of patient care charts and patient histories.
- Knowledge of the effects and consequences of abuse and neglect.
- Knowledge of case management and crisis intervention.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.
- Ability to provide clinical supervision.
- Ability to accept the dangers and stresses, regimentation, discipline, and time demands of working with children and families involved in abuse and neglect situations.
- Ability to observe, assess, and record symptoms, reactions, and progress.
- Ability to maintain accurate client records while protecting confidentiality of patient records.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to work independently and meet strict time lines.

### **Physical Demands**

While performing the duties of this job, the employee regularly is required to use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand; walk; sit; and reach with hands and arms. The employee occasionally is required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. The employee must assist with lifting patients, which may require using leverage to lift and/or move clients.

### **Work Environment**

Work is performed indoors with a moderate noise level. Situations where caution must be exercised. Evening, weekend, and/or holiday may be required. Extended hours and irregular shifts may be required.