



# Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

## JOB DESCRIPTION

**POSITION TITLE: CHILD, YOUTH, AND FAMILY MENTAL HEALTH COUNSELOR**

**SUPERVISOR: BEHAVIORAL HEALTH MANAGER**

**SALARY: \$72,800-\$83,200 ANNUALLY**

**\$3,500 Sign-on bonus to be paid out after Successfully passing the 90-day Probationary Period!**

**NATURE OF WORK:** This position is under the direct supervision of the Behavioral Health Manager. The Child, Youth, and Family Mental Health Counselor will complete assessments and intakes, make appropriate referrals, provide mental health treatment services and case management on an outpatient basis for individuals (primarily age 3-14) and families, as well as provide education to family members and the community at large, collaborate with outside entities as needed, act as a consultant for other providers at the health clinic, monitor compliance with any court order/s, requirements, probation, etc.

### REPRESENTATIVE JOB DUTIES:

1. Assessments, screening, and intake as needed to accommodate individuals' access to services.
2. Makes follow-up referrals for appropriate care coordination.
3. Works closely with providers at the Skokomish Health Clinic, other Skokomish Departments, school personnel, and community youth and family agencies.
4. Carries a caseload of clients.
5. Establishes effective individual service plans.
6. Provides individual, family, and group psychotherapy.
7. Provides psychoeducation and consultations for individuals, families, community and other providers.
8. Coordinates case management as needed for clients.
9. Monitors client's compliance with recommended treatment and makes reports accordingly.
10. Establishes and maintains working relationships with outside entities (school personnel, social workers, probation officers, etc).
11. Provide transportation for clients in tribal provided vehicle.
12. Completes all clinical documentation in a timely manner in the Electronic Health Record.
13. Assists with planning and program development.
14. Facilitates presentations and classes.
15. Engages in team meetings, and in case staffing with supervision and other professionals.
16. Actively participates in clinical supervision and professional growth and development.
17. Maintains professional standards as required by state, federal, and local laws and regulations, including abiding by HIPAA.
18. Other related duties assigned.

### MINIMUM QUALIFICATIONS:

1. Master's Degree required in counseling or related field
2. Active Washington State license as a mental health counselor (or licensed independent clinical social worker, or licensed marriage and family therapist). Associate Licensed Councilor may be considered DOE

3. Child Mental Health Specialist qualification
4. Minimum of two years experience counseling children, youth, and families required (equivalent experience may be considered)
5. Experience working with at risk and hard-to-reach populations
6. Experience working with electronic health records
7. Able to work as a part of an interdisciplinary team (
8. Understanding of and sensitivity to the particular problems faced by the Native American community
9. Ability to work varied hours or weekends if/when necessary to accomplish the goals of the behavioral health services department
10. Valid driver's license and be eligible for the Tribe's automobile insurance
11. Valid First Aid/CPR Card or ability to obtain certification within 30 days after beginning employment
12. Successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment
13. Receive or be willing to receive the COVID-19 vaccination, including booster shot(s) by the date of hire to be considered (required)

**Behavior standards:** Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

**CONFIDENTIALITY:** The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

**DRUG-FREE WORKPLACE POLICY:** The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

**PREFERENCE:** The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

This position is at will and does not create a contractual relationship between the tribe and the employee.

### APPLICATION INSTRUCTIONS

Application must be filled in completely (Do not write see resume). **APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED**

NOTE: Resumes and Cover Letters are only accepted in support of the application

**JOB DESCRIPTION APPROVAL:**

CEO: \_\_\_\_\_ Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_