JOB DESCRIPTION

POSITION TITLE: BEHAVIORAL HEALTH SERVICES MANAGER

SUPERVISOR: MEDICAL DIRECTOR

SALARY $50.02 – $56.60 HOURLY

$7,500.00 Sign-on bonus to be paid out after successfully passing 90-day Probationary Period

NATURE OF WORK: The Behavioral Health Services Manager is responsibility for the development, coordination, evaluation and supervision of all services that fall under the chemical dependency and mental health programs for youth and adults. The incumbent will see patients, supervise departmental and perform administrative functions.

REPRESENTATIVE JOB DUTIES:
1. Establishes and maintains effective working relationships with staff, departments, community and representatives of federal, state, local, and other agencies to address issues relevant to behavioral health care service delivery.
3. Develops operational workflows, information and educational offerings for clients, staff and community.
4. Carries a caseload of clients.
5. Supervises employees’ daily activities and, as approved the Health Director conducts hiring, terminating, disciplinary and grievances actions.
6. Coordinates with telehealth provider's as needed and appropriate.
7. Oversees the effective use the Electronic Health Records and other reporting software.
8. Ensures staff compliance with the code of ethics associated with respective certifications and licenses.
9. Serves as an information conduit between departmental administration and program staff to assure compliance with applicable policies and procedures.
10. Prepares and presents effective verbal and written informative material.
11. Develops and implements policies and procedures as approved by the Health Director within assigned areas.
12. Provides administrative oversight of grants/contracts.
13. Develops the program's annual budget in coordination with the Health Director. Monitors expenditures to ensure departmental operation remains within established guidelines including Indian Health Services Purchase and Referred Care policies and rules.
14. Facilitates coordination of services with tribal, federal, state and county justice system agencies and other entities. Supports coordination of services and/or client advocacy with other Skokomish community services programs.
15. Participates in whole-person healthcare delivery efforts in coordination with primary care and dental clinics as well as the departments as a whole.
16. Directs staff activities to maintain and enhance revenue through billing opportunities and grant performance.
17. Performs other duties as required by the supervisor and program demands.

**MINIMUM QUALIFICATIONS:**

1. Master's Degree and be a Washington State Licensed Mental Health Counselor and Nationally Certified Counselor.
2. Two (2) years administrative program and policy experience and ability to evaluate and interpret data for tribal behavioral health programs including Electronic Health Records along with proven supervisory skills.
3. Demonstrated knowledge of budget management, financial projections, expense analysis and third-party billing.
4. Demonstrated proficiency in grant, contract and program administration.
5. Ability to work varied hours or weekends when necessary to accomplish the goals of the behavioral health services department.
6. Hold a valid Washington State driver’s license and be eligible for the Tribe’s automobile insurance.
7. Have an understanding of and sensitivity to the particular problems faced by the Native American community.
8. Must be able to work in a team environment.
9. Possess a valid First Aid/CPR Card or ability to obtain certification within thirty (30) days after beginning employment.
10. Successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

**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: ____________