VACANCY ANNOUNCEMENT

POSITION TITLE: BEHAVIORAL SERVICES HEALTH MANAGER

SUPERVISOR: MEDICAL DIRECTOR

OPEN: OPEN UNTIL FILLED

SALARY: $50.02-$56.60 HOURLY DOE/DOQ

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

REPRESENTATIVE DUTIES INCLUDE: The Behavioral Health 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 take responsibility for supervision of all staff under these programs along with program functions such as budgets, policies, and organizing daily routines. The incumbent will see patients, supervise departmental and perform administrative functions.

MINIMUM QUALIFICATIONS:

1. Master's Degree and be a Washington State Licensed Mental Health Counselor and Nationally Certified Councilor.
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.

Behavioral 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.

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

APPLICATIONS MUST BE RECEIVED BY: Open Until Filled. The Skokomish Tribe’s Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe’s policies.

Reviewed and approved

CEO Initial: ____ Date: ______

6/6/2023