

**NORTHERN CHEYENNE TRIBE
TRIBAL BOARD OF HEALTH
POSITION DESCRIPTION 2021**

POSITION: Psychiatric Therapist

SALARY: \$35.00 per hour

DEPARTMENT: Behavioral Health

ACCOUNTABLE TO: Behavioral Health Manager

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OPENING DATE: August 24, 2023

CLOSING DATE: September 7, 2023

How To Apply: Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED
(applicant will be notified of any missing documents)**

SUMMARY OF WORK:

The Psychiatric Therapist shall provide direct clinical therapeutic services for individuals, couples, and families with Behavioral Health concerns. The people served are Beneficiary Community Members, including children, adolescents, adults and elders. The Licensed Clinical Social Worker plans, implements and directs treatment using strengths based, client centered, cultural and person in environment approach.

The work will include consultations and collaboration with Indian Health Service (I.H.S.) medical staff, staff of other Tribal Health programs, and schools. There is some collaboration with law enforcement agencies, wrap around service providers, Courts and Court Officers, and Social Service Agencies.

The Psychiatric Therapist's care and method of service provision will meet current standards of care and include empirically supported methods. The Psychiatric Therapist will utilize the Behavioral Health Department current electronic health record system to document each patient contact on a daily basis. Comfort utilizing a personal computer workstation and software programs is essential.

Maintaining a full time workload serving varied, sometimes complex and often challenging and stressful patient presentations is required. Self-care, self-awareness, and continuous sensitivity to role boundaries and similar issues in a Rural Native American Community are part of this professional role. Updating skills using written professional materials, team consultation, direct supervision, and from professional continuing education programs is an essential element of professional development.

Actively engaging in collaborative care is part of the duties of this position. Establishing positive collegial working relationships with coworkers in the I.H.S. medical staff and across Tribal programs and community schools are necessary.

The person in this position is a mandatory child abuse and neglect reporter. From time to time, participation in child protection team meetings will be required.

JOB CHARACTERISTICS

The work of the Psychiatric Therapist takes place mainly in department office settings. Occasionally, the incumbent in this position will provide of services elsewhere in the clinic (such as the Emergency Department, which is a busy Urgent Care service within the I.H.S. clinic). There are occasional requirements for providing services in a Community Setting as part of a coordinated Community services. Page | 2

The Psychiatric Therapist must obtain and maintain credentialing as an Allied Health Professional Active Member of the Lame Deer Indian Health Service Clinic medical staff. Within two years of hire, the licensed clinical social worker will be required to obtain certification in Montana as a Certified Professional Person for the infrequent, but important, roles in involuntary commitment hearings and related matters.

Maintaining confidentiality and respecting Community Member's privacy is a first-order consideration in all departmental functions. The licensed clinical social worker, like all other staff, makes clear proactive efforts to maintain the confidence of the community that the Department strictly adheres to privacy and confidentiality protection.

Maintaining the security, privacy, confidentiality of paper and electronic health records is essential. Knowledge in records management is updated regularly. All Federal rules governing the creation, storage, retrieval, security and releasing health care information and mental health information including psychotherapy notes are meticulously followed.

Daily work includes extended periods of sitting in an office chair, meeting with patients, telephone calls, handling case files and other office materials, using a telephone, making handwritten notes and typing entries and reports using a computer keyboard.

The work can be expected to include regular exposure to individuals who are experiencing physical, economic, social, interpersonal, emotion-regulation, cognitive, behavioral and other factors which disrupt their functioning. The psychiatric therapist is expected to be able to maintain personal clarity, demeanor, and organized professional functioning through self-awareness and self-care. The department staff members each work fairly independently; however we also value, welcome and expect collegial support for decision-making, completion of some tasks, and for maintaining resilience.

As an employee of the Northern Cheyenne Tribe, which is the entity carrying out this PL-638 Indian Self Determination contract with the Indian Health Service, the incumbent works under the Tribal personnel policies as well as applicable laws and administrative regulations pertaining to their area of licensure and scopes of work.

Engaging clients is required. Effective and reciprocal communication skills supporting engagement with a full age range from very young children through elders is required. Professional consultations (such as physicians, legal and social agency personnel, and other mental health professionals) need to be clean, concise, reciprocal, accurate, and reflect professional conventions and courtesy.

Supervision Received: Supervision is provided by the Behavioral Health Manager.

Supervision exercised: As delegated by the Behavioral Health Manager.

Essential Functions: Engaging Beneficiary clients in mutual and respectful alliances for health care provision. This involves sensitivity and judgment in working with a variety of Beneficiary people presenting with a wide variety of behavioral health concerns.

Meeting current standards of care for behavioral health services. The incumbent will utilize written, on-line, and in-person training, supervision and consultation to adapt and build new professional skills and maintain competencies.

Carrying out specific clinical duties, office work associated with clinical duties, engagement of clients, and collaboration with other professional, professional and ordinary citizens.

Using adequate time management and organization of work to provide timely and appropriate service in a manner that is coordinated with the Department and the Community.

Creation and management of confidential clinical records.

Application of specialized professional licensed clinical social work principles and application of current detailed knowledge of mental disorders and empirically supported approaches to ameliorate mental disorders.

Clear, timely, and reciprocal communication is required. This includes oral & written, formal & informal exchanges

Accountability and responsibility are core values of the organization. The licensed clinical social worker is clear about professional scope of work and role boundary matters that affect their work and the Community's confidence in the Behavioral Health Department.

EDUCATION AND EXPERIENCE

An earned Master's Degree in Social Work from an accredited School of social work with an emphasis on clinical behavioral health is **required**.

A current unrestricted license in a State or territory of the United States is **required**. Within two years of hire, the incumbent will be required to be licensed as a clinical social worker in Montana and certified as a Mental Health Professional Person.

A licensed clinical professional counselor (LCPC) may also be considered with current unrestricted licensure in the state of Montana.