



MENTAL HEALTH CLINICAL SUPERVISOR

Department of Behavioral Health Services

Reports to: Director

Salary / Hourly Range: 62

FLSA Status: EXEMPT

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 01/10/2020

INTRODUCTION

This position is responsible for providing administrative oversight of the Mental Health Program, training staff, provides clinical supervision, diagnosis and evaluations, crisis intervention and counseling services to individuals with mental illnesses and sexual abuse issues. Incumbent maintains a complex caseload with considerable difficulty and complexity which requires comprehensive knowledge of the principles, methods and practices in the child and adult psychotherapy profession.

KEY DUTIES AND RESPONSIBILITIES

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Provides leadership, and guidance to subordinate staff; provides weekly supervision, quarterly case reviews; establishes and conducts employee evaluations; determines appropriate training to enhance staff knowledge and skills; recommends personnel actions as necessary; works with staff towards state licensure/certification and maintaining licensure/certifications.
2. Collaborate with Clinical Psychologist and the Behavioral Health Services (BHS) Director and appropriate agencies in developing clinical services and identifying resources, understands the complexities of mental disorder and administers various clinical diagnostic tools for diagnosis and extensive knowledge of the DSM-V.
3. Administers various clinical treatment modalities not limited to Minnesota Multiphasic Personality Inventory, Second Edition, Restructured Form (MMPI-2RF), Minnesota Multiphasic Personality Inventory – Adolescent Version (MMPI-A), Becks Youth Inventories- 2nd Edition (BYI-II), Mood Disorder Questionnaire (MDQ-A), Becks Depression Inventory (BDI-II), Becks Anxiety Inventory (BAI), and Wechsler Intelligence Scale for Children- IV, and Mental Status Exam, etc., and develop psychological reports.
4. Specializes in providing clinical services to children and families impacted by significant trauma, sexual violence, and domestic violence, and suicide, verbal, physical and emotional abuse. Maintains accurate and complete client case files in compliance with program policies and applicable rules & regulations.
5. Has full knowledge of the Indian Health Service delivery system (638 Contract), AHCCCS, ADHS, HCIC, etc., and has full knowledge of developing budgets, policy development and strategic planning.
6. Participates in the Utilization Review and case consultation sessions, assists with crisis situations in the HHCC-ER when client's exhibits acute psychotic symptoms. Coordinates Care with other service providers: Hopi Health Care Center, residential treatment providers, Social Services, courts, foster homes, etc., in accordance to accepted principles and best practices.
7. Supervises the development, coordination, and implementation of effective community based, prevention and awareness services, trainings, and provides technical assistance with collaborating entities such as the villages, local schools, tribal programs, health care centers, and local nonprofit organizations, etc. Includes providing in service trainings and presentations.
8. Serves as a consultant to community organizations and other professionals on child and adolescents clients with complex behavioral health issues and placement needs.
9. Performs other related duties as assigned or authorized to achieve Tribal/Program goals and objectives.

PERSONAL CONTACTS

Contacts are with the Hopi communities/villages, general public, schools, tribal departments, outside prevention programs, hospitals, and local & state agencies that are working towards mutual goal and providing related services. The purpose of these contacts is to exchange factual information and at times emotionally laden material, to coordinate program activities. Some contacts with individuals who are reluctant to cooperate in this exchange or who are experiencing emotional trauma.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS

Work is performed in a standard office environment and occasionally in the community when conducting public meetings or training sessions; evening work may be required. Extensive local travels and moderate off-reservation travel is required. The work environment requires normal safety precautions typical of such places as offices, meetings/training rooms and residences and in operating tribal vehicles.

MINIMUM QUALIFICATIONS

Education: Master's Degree in Psychology, Counseling, Social Work or related Behavioral Health Sciences field;

AND

Experience: Seven (7) years' work experience in direct supervision and program management, which includes direct clinical services in providing psychotherapy, administering complex diagnostic tools, psychosocial evaluations, assessment and counseling.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the principles, techniques and trends in psychology
- Considerable knowledge of substance abuse therapy methods and techniques of providing psychotherapy and assessing human behavior
- Working knowledge of substance abuse therapy methods and techniques
- Knowledge of empirical or evidence-based practices for the treatment of child and/or adult trauma
- Knowledge of and appreciation for American Indian cultural and tradition in the application of mental and physical healing
- Knowledge of the economic, social cultural environment of the Hopi Indian Reservation

- Psychological and social case management skills including related assessments and psychotherapy
- Verbal and written communication skills, consultation, training and leadership skills
- Supervisory skills

- Ability to identify, assess and evaluate socio-psychological problems of adults, adolescents and children
- Ability to prepare and maintain required reports and statistical records
- Ability to establish and maintain an effective working relationship with others
- Ability to supervise employees

NECESSARY SPECIAL REQUIREMENTS

1. Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license. Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
3. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
4. Must be able to pass mandatory and random drug & alcohol screening.
5. Must not have any felony convictions.
6. Must not have been convicted of criminal misdemeanors at the local, state, or federal level within five (5) years of application.
7. Maintain confidentiality of client records, documents, etc. as stipulated under the Privacy Act and privacy provisions of the Federal Health Insurance Portability & Accountability Act of 1996 and other Federal applicable regulations.
8. Must possess Arizona State Licensure to provide clinical services or be able to transition current License to the State of Arizona.

DESIRED QUALIFICATIONS

Depending upon the needs of the Hopi Tribe, some incumbents may be required to demonstrate fluency in both the Hopi and English languages as a condition of employment.