



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Behavioral Health Clinician II		<b>JOB CODE:</b> BEH2
Government – Employee	<b>EEO:</b> 2	<b>PAY GRADE:</b> 17
Exempt	Flex	<b>FUNDING SOURCE:</b> NPD
<b>HO-CHUNK PREFERENCE</b>		

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

*"This position requires compliance with DHS 75 requirements and the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207 (c) and shall be subject to a background investigation as a condition of employment."*

### **POSITION OVERVIEW**

The Behavioral Health Clinician applies addiction/mental health counseling knowledge, skills, and abilities to conduct substance abuse/mental health screening, assessment, and treatment services to clients within various treatment modalities.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Conduct client screening and assessments to diagnose and recommend treatment services per state requirements/DSM-V criteria including the completion of a comprehensive written assessment summary within 60 day of intake completion on the electronic health record.
2. Develops problem list and treatment plans with the client, identifying treatment goals and strategies to achieve them, review treatment plans, document and assess progress toward goals revising treatment plans as necessary to facilitate client change in the electronic health record and through review with psychologist during monthly case reviews.
3. Conducts group, individual, and family clinical services per clinical need as documented in the electronic health record per recommendations made at monthly case reviews.
4. Daily Liaison to referral resources & other youth services agencies in the community to maintain cooperative working relationships with community service providers with documentation in patient communication encounters in EHR.
5. Utilize crisis intervention skills daily to respond to client needs during acute stress including ability to screen for suicide risk & mental health functions and documented in EHR, contact & crisis counseling notes documented in EHR.
6. Ensures daily, continuing care & discharge planning including referrals to appropriate services & the completion of a comprehensive discharge summary.
7. Facilitates referral to client's utilization of available support systems & community resources to meet needs identified in clinical evaluation & treatment plan per recommendations made at monthly case reviews.
8. Participates in continuing education and supervision to maintain licensure/certification and advance knowledge/ skill level on a monthly basis.
9. Participates in quality improvement measure, in-service trainings, and inter/intra agency team meetings as evidenced by sign-in sheets, patient sign-in sheets and employee personnel file on a monthly basis.

### **JOB RESPONSIBILITY**

Job Reports to	Behavioral Health Program Manager
Leadership Accountability	Implements Operating Plans



Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with outside and inside customers
Freedom to Act	Operates in significant independence Subject to general input from Supervisor Subject to regular review by Supervisor

**MINIMUM QUALIFICATIONS**

**EDUCATION:**

1. Master's Degree in Behavioral Health field (counseling, psychology, social work, etc.), plus license/credentialing; LCSW, LPC, or LP.

**ESSENTIALS:**

1. Must have a valid driver's license, dependable transportation and proper insurance.
2. Must promote a healthy non-abusive lifestyle.
3. Able to document two years of continuous abstinence if in recovery.

**EXPERIENCE:**

1. Three (3) years Mental Health/Substance Abuse clinical experience.
2. Clinical experience with children, youth, adults and families.
3. Previous experience in working with Native Americans a plus.
4. Working knowledge of domestic violence, trauma, and effect on mental health/addiction treatment.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Ability to establish and maintain good professional relationships with staff and the community.
2. Ability to establish rapport with clients, secures their cooperation in difficult situations, and maintains their confidence.
3. Ability to communicate effectively, both orally and in writing.
4. Ability to work in a team oriented environment and practice conflict resolution skills as needed to maintain an effective working relationship with co-workers/supervisors.
5. Knowledge of and ability to utilize conflict resolution skills with staff and clients.
6. Working knowledge of and ability to conduct family therapeutic services including parenting education/process groups.
7. Working knowledge and ability to appropriately utilize the contributions of various mental health/addiction philosophies, counseling models, and treatment practices as they apply to providing mental health and substance abuse counseling to individuals, groups, families, couples, and significant others.
8. Ability to apply cultural values and traditions to all areas of client and community contact.

**WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.

**WORKING CONDITIONS**

1. The duties of this position are routinely performed in an office setting. Sitting, standing and stooping will occur during the normal provision of services. Occasional travel between offices may be required. Some evening hours may be required to accommodate client's work hours.