



Ho-Chunk Nation

Job Description



TITLE: Behavioral Health Program Manager		JOB CODE: BEPM
Government – Employee	EEO: 2	PAY GRADE: 18
Exempt	Flex	FUNDING SOURCE: IHS
		NATIVE AMERICAN PREFERENCE

"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 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

Clinically and administratively supervises Behavioral Health clinical staff and some non-clinical staff of Behavioral Health (BH). Assist the BH Director with ensuring the program meets accreditation standards and provides quality, culturally appropriate care to clients.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Provide clinical and programmatic supervision of Behavioral Health provider staff daily. Conduct annual performance evaluations of staff. Motivate and direct staff in attaining departmental missions, goals and objectives. Provide discipline and commendations as appropriate to complement divisional and departmental goals evidenced by file audits DHS 75 & 35 licensing requirements.
2. Assist in organizing a formalized, comprehensive and effective staff development program, including BH in-service trainings and appropriate use of educational resources annually.
3. Assist in maintaining good public relations and assist in interpreting agency programs to the community. Assures working relationships with the courts, probation and parole, medical community, contact agencies and contract provider's. Ensure this communication is provided monthly to the BH Director.
4. Assures compliance with tribal, state, federal laws, state standards, "best practices", and policy interpretation and implementation per monthly file audits.
5. Incorporate evidence-based practice and research into program practices evidenced by fidelity of model quarterly.
6. Attend meetings as assigned; participate in community projects/committees with the approval of the Director. Update all new information at monthly All Staff meetings.
7. Will submit program statistical reports monthly to the Behavioral Health Director as required.
8. Work with HIS Department to assure documentation in EHR meets federal and state guidelines, as evidenced by monthly updates.

JOB RESPONSIBILITY

Job Reports to	Behavioral Health Director
Leadership Accountability	Develops policy, strategic plans and interprets policy. Implements operating plans
Supervisory Accountability	Supervises management personnel, professionals and non-managers, associates below supervisory level
Organizational Accountability	Manages work group within a sub-unit of a department



Financial Accountability	None
Customer Accountability	Interfaces with officials, executives, regulatory authorities, outside customers & inside customers
Freedom to Act	Operates with significant independence, subject to general input from supervisor, regular review by supervisor

MINIMUM QUALIFICATIONS

EDUCATION:

1. Master's Degree in Human Services Field.

ESSENTIALS:

1. Current Wisconsin State Licensure as Professional Counselor or Licensed Clinical Social Worker or Licensed Psychologist at time of hire.
2. Current Wisconsin Clinical Substance Abuse Counselor license in process or at time of hire.
3. Valid driver's license, dependable transportation and proper insurance.
4. Possess extensive knowledge of confidentiality laws as prescribed within 42 CFR Part II and protected health care information as stipulated with the federal HIPAA regulations.

EXPERIENCE:

1. Three (3) years' experience in Behavioral Health treatment preferred.
2. Two (2) years' clinical supervisory experience in Behavioral Health field.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Demonstrated knowledge of the dynamics of interaction among adults in small groups, of intervention techniques for adults, the profiles of adult children of alcoholics (ACOA) and the 12 steps process used by AA groups.
2. Demonstrates knowledge of and ability to provide lead in behavioral treatment program components; knowledge of the assessment, diagnosis and treatment of mental health disorder.
3. Understands the complex dynamics of negative interactive patterns typically found among family members of a dysfunctional family and the ability to interact productively with clients from this background.
4. Demonstrate skill in providing integrated substance abuse/mental health supervision to staff that possess varying levels of skill and knowledge.
5. Demonstrate skill in mentoring and coaching subordinate counselors in behavioral health counseling skills with children and adults.
6. Demonstrate ability to provide culturally appropriate treatment services to Ho-Chunk and other Native Americans.
7. Demonstrate ability to develop staff schedules, project assignments and oversee their completion, including wrap-around service teams.
8. Demonstrate ability to model effective communication, creating a positive work environment and professional ethics and boundaries.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. Ensure that all BH staff receives appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

WORKING CONDITIONS

1. Professional tribal clinic office setting and occasional travel to outlying branch offices required. Must be available after regular work hours.