



NVIH POSITION DESCRIPTION

BEHAVIORAL HEALTH DIRECTOR		
CLASSIFICATION Full-Time	FLSA STATUS Exempt	DEPARTMENT Behavioral Health
DATE OF LAST REVIEW/REVISION March 2010	ASSIGNED SITE Chico and Willows	REPORTS TO Executive Director
		SUPERVISES Behavioral Health Dept Staff

POSITION SUMMARY: The purpose of this position is to provide management and supervision of the Behavioral Health Services Department and to provide psychological services to eligible individuals. Services include: psychological assessment and evaluation; individual, group, couples and family therapy; referrals; consultation; program planning; education and prevention service/activities under existing guidelines. These existing guidelines include: Medical staff bylaws, IHS Chapter 14, Mental Health Program Standards, and Privacy Act, which must be met. Judgment and initiative is required in selecting approaches and developing innovative solutions to clinical problems in spite of serious gaps in local and state resources for comprehensive services. The impact of this position is critical in terms of the quality of mental health services, the quality of patient care and the effectiveness of prevention efforts. Work is performed in a variety of settings, office, clinic, other program facilities, and community settings. Failure to carry out the duties and responsibilities of this position can have serious consequences for patient, their families and the community, alcoholism, child abuse, suicide, depression, schizophrenia, organic mental disorders and violence are problems which require expert diagnosis, intervention and treatment and in which the failure to provide quality care or to develop effective program services results in greater harm to patients, families and the community.

ESSENTIAL JOB FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list, but rather to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

1. Supervision and direction to professional and paraprofessional staff, including Social Workers, Alcohol & Substance Abuse Counselors and workers, etc. Plans, develops and implements Mental Health Service within the NVIH organizational structure. This necessitates an in-depth assessment and evaluation of the needs of the client to be served. Other duties will include consultation and collaboration with community service agencies as appropriate. This will include providing comprehensive psychological assessments covering the range of DSM IV diagnoses.
2. Provides the full range of psychological services to patients seen in NVIH delivery system. Consults with physicians, social workers, public health nurse, other psychologists regarding the evaluation and treatment of the patients. Specific recommendations are made regarding the treatment program appropriate responses and specific environmental factors that will improve learning, reduce anxiety, and/or change negative behavior.

3. Provides psychological assessment, testing, and evaluation, referral, consultation, program planning, chemical dependency counseling/education, prevention service/activities, individual, couples, group and family therapy.
4. Interact with clients to provide assessment, testing, diagnosis treatment, case management, follow up and treatment planning, with physicians to provide consultation,
5. Coordinate referrals and deal with medical staff around the management of patients who are taking psychotropic medication. Coordinate with Behavioral Health Department Social Worker and Alcohol Substance Abuse staff to develop continuity of care, coordinate referrals and provide case consultation. In the community, contacts for education, prevention and program development are important.
6. Consultation to the NVIH board and other tribal groups, i.e., TANF, ICWA, Four Winds School, and other local agencies and groups concerned with mental health services to Indian consumers.
7. Collaborates and cooperates in a professional manner with co-workers, other departments and other agencies in order to assure effective continuity of care and services.
8. Prepares and maintains mental health notes and narrative reports of mental health activities (in the appropriate charting format). Maintains clients' records as part of the Medical records system and follows federal Privacy Act and HIPPA regulations regarding the protection of records and maintenance of client confidentiality. Completes outpatient care component forms for client contacts.
9. Maintain personal contacts with patients, families, tribal officials, and NVIH disciplines. Additional contacts include representatives of other federal, state, and local health and welfare agencies.
10. Work with Executive Director on grants, audits, and any other matter that would affect funding for the Behavioral Health Department including finding and writing grants.
11. Observes the Confidentiality/Privacy Act as required by NVIH, Tribal, State and Federal Regulations and laws.
12. Participates in department Quality Assurance planning and implementation.
13. Other duties as assigned.

EDUCATION, EXPERIENCE, CERTIFICATIONS, AND LICENSES:

1. Licensure as a clinical psychologist and/or Licensed Clinical Social Worker
2. Professional expert knowledge of psychological theories, principles.
3. Able to participate in evaluation, diagnosis, individual, group and family psychotherapy, crisis intervention, consultation, prevention and research such as would be obtained in a doctoral program in psychology and in a clinical internship practice.
4. Ability to communicate with school children of all ages.
5. High degree of skill in the psychological assessment and evaluation of children and youth.
6. Current BLS CPR.
7. Must have reliable transportation.
8. Indian preference. Preference in filling vacancies will be given to qualified Indian applicants in accordance with Indian Preference Act (Title 25, U.S. Code Section 472 & 473). In other that the above, Northern Valley Indian Health, Inc., is an Equal Opportunity and At Will Employer

MATERIAL AND EQUIPMENT USED:

Computer E-Mail Telephone Voice Mail Fax Machine

PHYSICAL ACTIVITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- a. **Sitting / Mobility:** Approximately 70% of time is spent working at a desk. Balance of time (approximately 30%) is spent moving around work areas.
- b. **Communication:** Ability to effectively communicate with co-workers, Board members, members of outside agencies, in person, by telephone, and by email.
- c. **Vision:** Ability to effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork.
- d. **Lifting / Carrying:** Ability to occasionally lift and/or move objects weighing no more than 25 pounds.
- e. **Stooping / Kneeling:** Ability to access files/stock supplies in low cabinets and shelves.
- f. **Reaching / Handling:** Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies.

ACKNOWLEDGEMENT: I have received and reviewed a copy of the Behavioral Health Director position description. I understand that this position description is not a contract of employment and in no way changes the at-will nature of my employment relationship with Northern Valley Indian Health, under which either NVIH or I may terminate the employment relationship at any time, for any reason, with or without cause or notice.