

South Dakota Urban Indian Health, Inc.
Position Description/Competency Assessment/Performance Evaluation

JOB TITLE: Behavioral Health/Substance Abuse Counselor

REPORTS TO: Behavioral Health Director

POSITION SUMMARY:

South Dakota Urban Indian Health, Inc. consists of two primary care clinics and is part of a comprehensive health care organization with headquarters in Pierre and reporting to the IHS in Aberdeen. Provides evaluation, screening and therapy services to mentally ill patients; including individual, family, and group therapy sessions; and charting and reporting patient data for mentally ill patients to provide necessary care and services to enable patients to maintain or improve their present level of functioning and well-being.

QUALIFICATIONS – Knowledge, Skills and Ability

Qualifications:

1. Possess current Mental Health/Substance Abuse licensure and/or certification by the State of South Dakota.
2. Pass a federal background check. Must not have any felony convictions as related to the federal grant authority.
3. Must be drug and alcohol dependence free for at least four (4) years.
4. Provide Indian Preference documentation if claimed.
5. Computer proficiency and efficient/accurate data-entry skills.

Knowledge of:

1. SDUIH policies and procedures.
2. HIPAA and OSHA rules and requirements.
3. Computer programs (Word, Excel, etc.).
4. Native American culture and traditions.
5. Basic theories and techniques used in counseling and treatment programs for the mentally ill.
6. Individual, group and family therapy techniques.
7. Ethical and moral counseling standards and protocols.
8. Community programs and resources.
9. Private, local, state and federal resources for the treatment and rehabilitation of mentally ill clients.
10. Providing quality services to clients in a public health setting.
11. Appropriate and accurate chart documentation of client services.
12. Quality review methods, practices and standards.
13. State of South Dakota STARS system, ACCUCARE and RPMS BH GUI.

Skills and Ability to:

1. Enforce HIPAA requirements and maintain confidentiality.
2. Apply evaluation and assessment methods and procedures which will safeguard the life and health of patients and others.
3. Interpret and follow established treatment plans, procedures, and policies.

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4. Communicate information clearly and concisely for proper patient referral, follow-up care or to relay patient's needs and behaviors to a treatment team.
5. Schedule, coordinate and conduct planned treatment programs;
6. Maintain records and prepare required reports.
7. Establish and maintain effective interpersonal counseling relationships with clients, families and staff.
8. Use general office equipment and computers.
9. Read, process and/or prepare reports, records and recommendations.
10. Attend required continuing education training sessions.
11. Secure revenue and additional funding sources for program services.
12. Travel (limited) and attend required training sessions for professional growth.

SUPERVISION:

Reports to Behavioral Health Director however, also receives direction from **Substance Abuse Program Director**, Executive Team and the Executive Director.

RESPONSIBILITIES AND DUTIES

1. Screens prospective and incoming mental health clients and completes Clinical Interview Process with clients /families/referrals sources.
2. Provides counseling and therapy sessions, treatment/psychological testing for clients/families as necessary to aid clients in developing an understanding of mental health issues.
3. Develops individual treatment plans and assists in developing aftercare plans to incorporate therapeutic methods and tasks into an effective program that meets the client's needs.
4. Compiles and produces progress notes, summary reports and other forms to document client information according to requirements and standards set by SDUIH, IHS and other social service, legal or State agencies.
5. Facilitates and supervises techniques and activities to provide clients with access to groups, materials and information to aide in their health plan.
6. Practices in accordance with professional standards established by the State Medicaid regulations and South Dakota Laws.
7. Develops cost for services to fulfill requirements for third-party billing. Actively seeks additional revenue and funding sources for program services.
8. Provides or coordinates transportation for clients needing treatment.
9. Serves as liaison between the program and community recovery organizations and programs to maintain communications regarding client activities and needs and provides community resources for clients in recover with the program.
10. Coordinates treatment plan and services with other significant SDUIH program departments, such as **Medication Assisted Treatment**, Diabetes and Medical Care.
11. Participates in quarterly quality chart reviews to ensure accurate and proper services are provided and documented.
12. Maintains updates and modifies SDUIH's Mental Health policy guide and reviews procedures at least annually. Informs management of policy/procedure issues that need to be up-dated, changed or corrected.
13. Participates in continuing education training and workshops as needed to maintain high level of competency.

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14. Performs other duties as assigned.
15. Ability to maintain a flexible work schedule including evenings and weekends.

STANDARD REPORTING REQUIREMENTS:

1. Maintain appropriate files and reports according to standards.
2. Complete specialized reports at the request of the Executive Director or other member of Administration.
3. Establishes and completes computer patient data base system within 1 day after patient contact. Tracks patient progress and provides reports upon request.
4. Completes Monthly Report on all activities and submits timely to the Executive Director.
5. Completes needed documentation for Quarterly Quality Reviews.
6. Completes Annual patient data report for IHS Mental Health Grant application.

PHYSICAL DEMANDS:

1. Involves direct and frequent contact with potentially unstable clients.
2. Involves direct contact with clients who may have infectious diseases.

DECISION-MAKING AUTHORITY:

Decisions include accessing clients and determining the most appropriate methods to incorporate into each client's treatment plan. Determination of the need for and type of counseling sessions, selecting therapeutic tasks, setting procedures and rules for group meetings, referring clients for guidance and dealing with client problems.

Decisions referred include approval of special projects, unusual policies and procedures, program staff needs, purchase of equipment, in-service training provided to staff

LICENSES AND CERTIFICATIONS:

MH = Minimum of LPC; LPC-MH preferred. SA = LAC