



Behavioral Health/Substance Abuse Counselor

Supervised by:	Chief Behavioral Health Officer
Location:	Pierre, SD
Status:	Full-time (exempt)
Salary:	Starting \$62,500-\$71,500

SDUIH OVERVIEW:

The South Dakota Urban Indian Health, Inc. (SDUIH) is a non-profit corporation that consists of two full-time primary care clinics. SDUIH is a comprehensive patient-focused health care organization. SDUIH corporate headquarters is located in Pierre and the agency reports to the Indian Health Service (IHS) in Aberdeen.

Additionally, you'll enjoy quarterly employee wellness activities and continued learning opportunities. When you join our team at SDUIH, you're joining our Tiwahe (family). We believe that through equitable pay, flexibility, and centering employee wellness, we're creating systemic change that benefits everyone, especially our patients. Working with our medical team, you'll improve the health and wellness of our patients and positively impact the health of our community.

SDUIH employees enjoy traditional benefits, such as:

- Health Insurance – SDUIH pays 72% of the premium
- Life Insurance – SDUIH provides \$25,000, employees can purchase additional
- Sick leave of 40 hours per year
- PTO accrued at the rate of 5 hours each pay period
- Short-Term and Long-Term Disability provided by SDUIH
- 11 paid holidays each year
- Participation in a 403(b) with a company match of 100% of the first 3% the employee contributes
- 12 Wellness Days per year

POSITION SUMMARY:

The Behavioral Health Counselor provides evaluation, screening and therapy services to those with mental health conditions and/or substance misuse issues; including individual, family, and group therapy sessions; and charting and reporting patient data to provide necessary care and services to enable patients to maintain or improve their present level of functioning and well-being.

Skills & Ability

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

Skills and Ability Cont.

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

Knowledge

- SDUIH policies and procedures.
- HIPAA and OSHA rules and requirements.
- Computer programs (Word, Excel, etc.).
- Native American culture and traditions.
- Basic theories and techniques used in counseling and treatment programs for mental health and substance use disordered patients.
- Individual, group and family therapy techniques.
- Ethical and moral counseling standards and protocols.
- Community programs and resources.
- Private, local, state and federal resources for the treatment and rehabilitation of those with mental and behavioral health conditions/diagnoses.
- Providing quality services to clients in a public health setting.
- Appropriate and accurate chart documentation of client services.
- Quality review methods, practices and standards.
- State of South Dakota STARS system, ACCUCARE and RPMS BH GUI.

Qualifications:

- Possess current Mental Health Counselor/Social Work and Substance Abuse licensure and/or certification by the State of South Dakota. Seeking dually credentialed clinician but will also consider those with Addiction licensure only.
- Pass a federal background check. Must not have any felony convictions as related to the Indian Child Welfare Act.
- Provide Indian Preference documentation if claimed.
- Computer proficiency and efficient/accurate data-entry skills.
- Must be vaccinated against or willing to be vaccinated against COVID-19.
- Must be CPR certified or willing to obtain CPR certifications within 6 months of employment.

Supervision:

Reports directly to Chief Behavioral Health Officer, however also receives direction from the Chief Executive Officer.

Responsibilities and Duties

- Screens prospective and incoming mental health clients and completes Clinical Interview Process with clients /families/referrals sources.
- Provides counseling and therapy sessions, treatment/psychological screening for clients/families as necessary to aid clients in developing an understanding of mental health issues.
- 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.
- 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.
- Facilitates and supervises techniques and activities to provide clients with access to groups, materials and information to aide in their health plan.
- Practices in accordance with professional standards established by the State Medicaid regulations and South Dakota Laws.
- 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.
- Coordinates treatment plan and services with other significant SDUIH program departments, such as Diabetes and Medical Care.
- Participates in quarterly quality chart reviews to ensure accurate and proper services are provided and documented.
- Participates in continuing education training and workshops as needed to maintain high level of competency.
- Performs other duties as assigned.
- Must be knowledgeable of STARS system and Accucare programs for Treatment Needs Assessments and state requirements.

Standard Reporting Requirements:

- Maintain appropriate files and reports according to standards.
- Complete specialized reports at the request of the Chief Behavioral Health Officer or other member of Administration.
- Completes progress notes/documentation within 1 day after patient contact. Tracks patient progress and provides reports upon request.
- Completes needed documentation for Quarterly Quality Reviews.

Physical Demands:

- Involves direct and frequent contact with potentially unstable clients.
- 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 CERTIFICAITONS:

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

How to Apply

Interested individuals should email their resume and a completed application to Aspen.Gillaspie@sduih.org. Applications can be found at <https://sduih.org/careers/>.

SDUIH has the right to amend this job description as operational needs dictate. SDUIH is an at-will employer.

I have read the above job description, and understand all my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodations. I have discussed any questions I may have about this job description prior to signing the form.

Employee Signature_____ Date_____

Supervisor Signature_____ Date_____