



Chief Behavioral Health Officer

Supervised by:	Chief Executive Officer
Location:	Pierre, SD or Sioux Falls, SD
Status:	Full-time (exempt)
Salary:	Dependent on status

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, behavioral health, and cultural health teams, 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 CBHO provides overall oversight to behavioral health services and operations at all SDUIH sites and supervises all behavioral health counselors. They may also provide 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.

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.
- 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 OF:

- Native American culture and traditions.
- Understanding or willingness to gain understanding of Two Spirit and LGBTQ+ identities, including clinical considerations and best practices for these relatives.
- HIPAA and OSHA rules and requirements.
- Computer programs (Word, Excel, etc.).
- Basic theories and techniques used in counseling and treatment programs for the mentally ill.
- 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 mentally ill clients.
- 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/Substance Abuse licensure and/or certification by the State of South Dakota.
- Pass a federal background check. Must not have any felony convictions as related to the federal grant authority.
- Computer proficiency and efficient/accurate data-entry skills.
- Familiarity with health and social issues facing Native American populations and a desire to promote the delivery of appropriate behavioral health services to this population.
- Provide Indian Preference documentation if claimed.
- 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:

Provides supervision, direction, and performance management to mental health/substance abuse counselors and behavioral health care managers in both clinics. Some of the recurring supervisory responsibilities include: Plans and assigns work to be accomplished by subordinates, set and adjust short-term priorities, and prepare schedules for completion of work; develops performance standards and evaluates work performance of subordinates; give advice, counsel, or instruction to employees on both work and administrative matters; interviews candidates for positions in the behavioral health department and recommends selection; addresses and resolves complaints from employees; works with HR in issuing minor disciplinary measures, such as warnings and reprimands, etc. works with staff in addressing training needs of employees, and providing or arranging for needed development and training.

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 testing 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.
- Develops cost for services to fulfill requirements for third-party billing. Actively seeks additional revenue and funding sources for program services.
- Provides or coordinates transportation for clients needing treatment.
- 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.
- Maintains, updates, and modifies SDUIH's Behavioral Health policy guide and reviews procedures at least annually. Informs management of policy/procedure issues that need to be up-dated, changed or corrected.
- Participates in continuing education training and workshops as needed to maintain high level of competency.
- Participate in continuing education for clinical supervision to maintain a high level of competency.
- Complete annual performance appraisals and other feedback as needed to staff under supervision.
- Performs other duties as assigned.
- Ability to maintain a flexible work schedule including evenings and weekends.

STANDARD REPORTING REQUIREMENTS:

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

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 CERTIFICATIONS:

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 _____