



SAGINAW CHIPPEWA INDIAN TRIBE OF MICHIGAN

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POSITION DESCRIPTION Monday-Friday 8am-5pm Wage is Negotiable			
Job Title:	Behavioral Health Director	Classification:	Exempt
Department:	Behavioral Health Department	Pay Grade:	E6
Reports To:	Tribal Administration	Approval Date:	11/22/2017

Position Summary:

Under the supervision of Tribal Administration, responsible for the overall operation of the Behavioral Health’s programs and activities consistent with the purpose of the Behavioral Health mission and philosophy and in accordance with culture, priorities, policies and procedures, plans and budgets of the Saginaw Chippewa Indian Tribe. Provide oversight and maintain compliance of program activities through the direct supervision and consultation with program coordinators. Work with staff, program coordinators, Tribal Administration and tribal community stakeholders to explore ideas, analyze data outcomes, revise program components based on outcome results and to identify, develop and implement new services within the department. Represent Behavioral Health by serving and participating on various agency, state and local committees. All Behavioral Health staff must adhere to mandated reporting laws.

Essential Duties and Responsibilities:

- Insure all internal and external reports as required per tribal and outside contractual requirements are completed and professional.
- Attend ongoing meetings which facilitate networking among other tribal programs and outside human service organizations.
- Represent the Behavioral Health Department at internal and external committees, boards and other formats as identified by program need and/or directed by Tribal Administration and/or Tribal Council.
- Develop and maintain positive working relationships with external tribal, public and private agencies, legislators, funding sources that will improve the program’s business health and reputation in the community.
- Remain knowledgeable about federal, state, and local policies, programs, legislation and regulations affecting the operation and funding of the programs.
- Maintain close liaison with officials of institutions of program contracts with which it has cooperative arrangements for the performance of behavioral health services.
- Perform public relations functions related to the explanation and enhancement of the center’s programs; represent the centers to a variety of publics on a community, local, state, and federal level.
- Represent the center in meetings with boards, committees, regulatory, community groups, and the public.
- Identify and utilize performance measures and screening tools that will provide meaningful data to provide direction and improve quality of program services.

- **Oversee or prepare annual budget in accordance with tribal guidelines.**
- **Monitor all fiscal activity related to ongoing contracts and program services and provide recommendations to Tribal Administrator, Tribal Health Board, and Tribal Council if warranted.**
- **Insure program services and policies function in accordance with accreditation commission, licensing boards, and Indian Health Services (IHS) guidelines.**
- **Insure that written manuals defining policies and procedures are prepared, regularly reviewed, revised, updated; communicate changes to staff.**
- **Insure that Behavioral Health develops, delivers, and maintains comprehensive, high-quality services.**
- **Facilitate, co-facilitate, and actively participate in internal Behavioral Health meetings and workgroups to ensure open communication and direction for programs.**
- **Serve the Tribal Administration and Tribal Council in an advisory capacity, keeping it updated on changing needs or elements that will affect operations of the center.**
- **Diversify funding sources by researching and preparing grant proposals and negotiating with various funding agencies.**
- **Develop and submit for tribal leadership review and approval, timely plans and budgets, while working toward eliminating waste to improve the organizations bottom line impact.**
- **Determine resource needs and effectively allocate available resources and assist in advocating and capturing resources to deliver services effectively and efficiently.**
- **Provide for staff development which insures adequate quality skill development for all personnel and improves the quality of program services.**
- **Meet with program coordinators on a regular schedule to identify program needs and direction, provide support and ensure staff development and growth.**
- **Maintain an open and positive work environment for employees and provide open communication with all staff.**
- **Review and approve the hire and discharge of all employees in accordance with established tribal operations policies and procedures.**
- **Assist staff in effectively educating and consulting with the schools regarding mental health diagnosis, culturally appropriate intervention, student academic need, and curriculum development.**
- **Delegate responsibility to appropriate staff in order to carry out the mission and philosophy of the organization.**
- **Assess and evaluate the program for the continuous improvement of services. ☐**
- **Adhere to patient confidentiality and comply with clinic policies and federal regulations under the Privacy rules of the Health Insurance Portability and Accountability Act (HIPAA).**
- **Provide excellent customer service for all internal and external customers of the operations at all times. Provide solutions for customer concerns and continually focus on customer service as our top priority.**
- **Must maintain strict confidentiality and present a positive, professional demeanor and image at all times.**
- **The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.**

Contacts/Purpose of Contacts:

- Empowered to interact with all levels of personnel in order to accomplish client, department, agency and tribal goals.
- Contact with tribal and state courts.
- Regular contact with Tribal Social Services in advocating for the family/Indian Child Welfare dynamics of the Tribal Mental Health.
- Contact with tribal youth, adults, families, and the general public, social services, court or legal systems and other agencies and providers deemed appropriate to accomplish effective services and treatment exercise discretion and judgment.

Minimum Qualifications:

- Master's degree in Social Work, Human Services, or related field.
- Five years' experience in the field of both clinical work and administrative work.
- Full licensure required.
- Three years supervisory experience, including goal setting, program and budget development and administration required.
- Experience in working with the tribal community and outside systems.
- Experience in working collaboratively across multiple organizations and community systems.
- Excellent computer and strong communication skills both verbal and written.
- Must have flexibility in daily routine and be available for after hour consultations with Behavioral Health staff members 'on-call, various tribal agencies and local institutions hospitals.
- Knowledge of Native American traditions and culture preferred.
- Must maintain any educational requirements needs such as Continuing Education Credits (CEU's) for state licensure and ongoing CARF accreditation commission requirements. Native American preferred.
- Must be able to pass background check to meet the employment eligibility requirements as they pertain to the position.

License, Certification, or Special Requirements:

- Obtain HIPAA certification within five business days of hire.
- Must have a valid Michigan Driver's License and must be able to obtain and maintain a Tribal Driver's License and qualify for coverage by SCIT auto liability insurance carrier.
- Tribal preference and Native American preference shall apply to all positions.

Knowledge, Skills, and Abilities:

- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of patient evaluation and plan of care procedures.
- Knowledge of accreditation and certification requirements and standards.
- Knowledge of psychological test administration, scoring, and interpretation.
- Knowledge of patient outreach services and activities.
- Knowledge and understanding of clinical social work and mental health counseling principles, methods, procedures, and standards.
- Knowledge of community health care, vocational services, clinical operations and procedures.

- Knowledge of community mental health resources and case management
- Knowledge of crisis intervention techniques.
- Knowledge of legal and ethical issues related to patients' rights.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and PowerPoint.
- Skill in preparing and maintaining patient records.
- Skill in supervising, training and evaluating assigned staff.
- Skill in preparing, reviewing and analyzing operational and financial reports.
- Ability to apply mental health counseling methods and techniques.
- Ability to evaluate the progress of therapeutic programs and to make individual modifications.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent organization in a professional manner, building respect and confidence in the community.
- Ability to gather data, compile information, and prepare reports.
- Ability to create, compose, and edit written materials.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to perform functional behavior assessment/analysis and develop behavior intervention plans
- Ability to function in crisis intervention situations
- Ability to evaluate and analyze student/family needs and successfully link to appropriate community resources.
- Ability to provide development of individualized plans of service for children with severe emotional disturbances
- Ability to develop, facilitate and present trainings related to mental health and educational services.

Physical Demands:

- Frequent use of hands, wrists, fingers associated with computer equipment.
- Required to sit for extended periods of time.
- Occasionally walk and stand.
- Normal visual acuity, ability to talk and hear.
- Occasionally lift and/or move up to 20 pounds.

Work Environment:

- Normal office environment.
- High stress level is associated with the demands of the crisis interventions and emergencies encountered.
- Mandated reporting of abuse and neglect can lead to personal challenges with exposure to victims of abuse.
- Exposure to communicable disease and bloodborne pathogens.
- Extended hours and irregular shifts may be required.
- Travel may be required.