



*The Healing Lodge
of the
Seven Nations*

JOB DESCRIPTION

TITLE: Program Manager – Mental Health Department
REPORTS TO: Interim Clinic Director
HOURS: Typically Monday through Friday, on call as needed
SUPERVISES: CDP Rover and Mental Health Staff
OPEN/CLOSE: September 15, 2014 – Until Filled

Responsibilities

Manage and supervise Mental Health staff. Work as a member of the treatment team to provide mental health support and counseling to adolescents involved in an intensive inpatient/outpatient chemical dependency treatment program.

Job Duties

- Manage and supervise Mental Health Staff; hire, train and develop staff.
- Is a member of the admissions team; responsible for reviewing pending applications for new residents in conjunction with team members.
- Is a member of the medical review team; responsible for providing mental health insight for resident care
- Provide mental health counseling consultation and support for the male and female adolescent chemical dependency treatment teams.
- Provide individual and group counseling.
- Develop treatment plans in a timely manner.
- Assist in the treatment staffing of patients regarding mental health problems.
- Coordinate mental health counseling activities with the treatment team.
- Provide assessment and testing of patients.
- Interpret results of patient assessment and testing.
- Ensure the maintenance of confidential patient files and charts as it pertains to mental health issues.
- Provide mental health training for staff when determined appropriate by the Interim Clinic Director.
- Monitor and evaluate the effectiveness of mental health treatment activities.
- Work closely with contracted psychiatric services in the treatment of co-occurring disorders and medication management for adolescent patients.
- When appropriate, will participate as part of the interview team for Clinical positions.
- Provide supervision to clinical staff pursuing licensure in mental health.
- Assist in the development and implementation of the outpatient mental health policies and procedures.
- Perform other duties as assigned.

Minimum Requirements

- Masters degree in psychology, social work or related field with min. 5 years counseling experience.
- Washington State license (LMHC)
- Knowledge and understanding of diagnosis in the DSM 5.

- Knowledge and understanding of mental health assessment tools as related to adolescents. Excellent oral and written communication skills.
- Computer skills.
- Ability to work within a team of professionals.
- Must have a valid driver's license and clean driving history that meets employer's insurance coverage requirements.
- Experience counseling chemically dependent adolescents or in an inpatient chemical dependency treatment program.
- Supervisory experience.
- Experience working with Native America adolescents.

Physical Requirements

- LIFTING, CARRYING, PUSHING, PULLING- 10 pounds, occasionally. Mostly sitting, may involve standing or walking for brief periods of time.
- BENDING/STOOPING/CROUCHING – Occasionally
 - REACHING – Occasionally
 - Extending hand(s) or arm(s) in any direction.
 - HANDLING – Occasionally
 - Seizing, holding, grasping, turning, or otherwise working with hand(s). Fingers are involved only to the extent that they are an extension of the hand, such as to turn a switch or shift automobile gears.
 - FINGERING – Occasionally
 - Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
- TALKING – Frequently
- Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.
- HEARING – Frequently
- Perceiving the nature of sounds by ear.

CONSORTIUM TRIBAL MEMBER AND INDIAN PREFERENCE APPLIES.

To receive Indian Preference consideration, proof of tribal enrollment is required. An enrolled member of a federally recognized Tribe must provide a copy of his/her Tribal Enrollment Card or papers. Direct descendants must provide a Certification of Indian Blood (CIB). Please make sure these are part of your personnel record.

Any applicant requiring assistance in any step of the employment process, such as applications, testing, and/or interviewing should inform the Human Resources office.

Acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ an individual in the future.

To be considered for this or any other position submit:

- 1. Healing Lodge Employment Application (www.healinglodge.org)**

2. Resume
3. Cover letter stating your qualifications
4. Copies of your licenses
5. Tribal and Indian preference must provide a copy of Tribal Enrollment Card, Certificate of Indian Blood, or such, with a Federally Recognized Tribe

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT EVIDENCE TO SHOW THEY FULLY MEET THE QUALIFICATION REQUIREMENTS.

Submit complete application packet to:

Human Resources
The Healing Lodge of the Seven Nations
5600 East 8th Avenue
Spokane Valley, WA 99212

Fax: 509.535.2863 – Attn: Human Resources

Email as one PDF attachment: lorih@healinglodge.org