

**SHOALWATER BAY INDIAN TRIBE  
JOB DESCRIPTION**

**Job Title:** Mental Health Counselor  
**Department:** Health  
**Reports To:** Health Director  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** 02/2000  
**Approved By:** Health Director  
**Approved Date:** 02/2000

**SUMMARY:** Provides ongoing counseling which involves diagnostic assessments, treatment planning, and referrals to other services, aftercare and development of support groups. Provides counseling for individuals and families. Formulates case management and service plans.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Conduct initial intake interviews for initial appraisal of client needs.
- Develops recommendations for assignment of clients to professional staff; meets with individuals, families and groups to provide case management and support services.
- Administer and interpret tests and measures of psychosocial functioning.
- Will determine needed mental health services for clients of program and develop appropriate intervention and treatment goals and strategies. All services will be delivered within established standards and guidelines of the Tribe, Indian Health Services and the State of Washington.
- Will develop and implement specialized prevention and recovery support activities, ie, support groups.
- Will serve as a member of the medical team and provide assistance in areas relating to referrals, problem solving, and planning of patient care services.
- Perform crisis intervention, as needed.
- Develop and maintain cooperative, constructive relationships with families of clients.
- Prepare clear, concise and comprehensive casework records and make sound recommendations.

**SUPERVISORY REQUIREMENTS:** This position has no supervisory responsibilities.

**COMPENTENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

**Analytical** – Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data.

**Client Service** – Manages difficult or emotional client situations, responds promptly to clients needs, collects client’s feedback to improve service; responds to requests for service and assistance; meets commitments.

**Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

**Technical Skills:** Assess own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

**Interpersonal Skills:** Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control.

**Oral Communication:** Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

**Written Communication** – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; present numerical data effectively; able to read and interpret written information.

**Quality Management** – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

**Ethics** – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

**Organizational Support** – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization’s goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

**Judgment** – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions, includes appropriate people in decision-making process; makes timely decisions.

**Motivation** – Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals.

**Professionalism** – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

**Attendance/Punctuality** – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

**Dependability** – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

**Initiative** – Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree (B.A.) in psychology, social work, or other related human service degree. Experience in Mental Health Counseling and Case Management.

**CERTIFICATES, LICENSES, REGISTRATIONS:** State of Washington Licensed Clinical Social Worker (LCSW or LICSW) or Master's prepared Psychiatric Nurse Practitioner.

**LANGUAGE SKILLS:** Ability to read and comprehend instructions, short correspondence, and memos. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS:** Basic mathematical skills; addition, subtraction, multiplication, division, decimals and fractions.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and stand. The employee must occasionally lift and/or move up to 10 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Common health clinic environment.

**AT-WILL EMPLOYMENT:** This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

The employment relationship with Shoalwater Bay Indian Tribe is voluntary; there is no specified length of employment. Accordingly, either the Shoalwater Bay Indian Tribe or the employee may terminate the employment relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law. This document does not create an employment contract, implied or otherwise.