

**CHER-AE HEIGHTS INDIAN COMMUNITY
OF THE TRINIDAD RANCHERIA**
Job Description

Job Title: Licensed Clinician
Department: Social Services
Reports To: Social Services Director
FLSA Status: FT Exempt
Prepared By: Social Services Director
Prepared Date: January 12, 2023
Approved By: Chief Executive Officer
Approved Date:

Summary:

Under the general supervision of the Social Services Director, the Licensed Clinician is responsible for the general operation and implementation of treatment services for victims of crime. The clinician works in a team setting and provides both individual and group treatment with a focus on a trauma informed approach.

Essential Duties and Responsibilities:

1. Conduct mental health screenings and provide referrals as appropriate
2. Development of policies and procedures for mental health services
3. Deliver individual psychotherapy to Native American clients and other victims of crime
4. Deliver psychotherapy in a group setting to Native American clients and other victims of crime
5. Maintain protocol and forms for therapy and mental health services
6. Complete Neurofeedback provider training and provide Neurofeedback services
7. Assess clients to determine best practices and referrals as needed for their continued healing and support
8. Conduct assessment interviews with new clients, assess and/or diagnose client needs
9. Shall work with a high degree of independence in administering services and in using agency or community resources.
10. Develop and monitor treatment plans
11. Provide crisis intervention services including safety assessments, safety planning and follow up
12. Participate in case review meetings and staff meetings
13. Maintain client files, records and case notes
14. Assist in data collection and provide monthly progress reports
15. Attend appropriate conferences and trainings to enhance education and awareness
16. Work with other community-based agencies and/or referral services
17. Maintain grant paperwork necessary to provide evaluation information and/or report information.
18. Work with other service providers who are part of a client's support team
19. Work collaboratively with Tribal and Native American services such as mental health, social services and medical providers
20. Other duties as assigned

Qualifications:

1. Must have a completed graduate level degree in Social Work or Psychology AND have a current State MFT or LCSW license or be registered as an Associate Clinical Social Worker or Associate Marriage and Family Therapist
2. Must be in good standing with the California Board of Behavioral Sciences (Staff who are registered with an ASW or AMFT will need to have offsite supervision and compensation of supervision on their own)
3. Demonstrated ability to work effectively with Native American people in culturally diverse environments
4. Ability to manage time well and work under stressful conditions with an even temperament
5. Ability to plan, organize and implement group treatment programs
6. Displays the ability to establish and maintain harmonious working relationships with other employees and the public
7. Must have strong written and verbal communication skills
8. Proficiency with computers and Microsoft Office or similar programs

Education and/or Experience:

1. Must possess a graduate level degree in Social Work or Psychology
2. Must possess a current State MFT or LCSW license or be registered as an Associate Clinical Social Worker or Associate Marriage and Family Therapist
3. Must have demonstrated 5 years' experience in providing psychotherapy to victims of crime or at least 1-year experience providing psychotherapy to Native American children and adults
4. Must adhere to confidentiality and HIPAA policies.

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

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.

Must be very dependable, punctual, and willing to work varied and/or additional hours, upon request, in order to meet departmental needs.

Ability to work independently, to prioritize workload, and to carry out assignments to completion with minimum instruction through adherence to prescribed routines and practices.

Safety and Security – Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Other Qualifications:

Must have a valid California Driver's License and be insurable through the Tribe's insurance plan.

Must be able to travel 10% of the time.

Must pass drug test and must complete background check, submit to fingerprints, consent to criminal history record check, and submit a separate application for suitability.

Required to report any violation of a criminal statute within one working day of the charge or conviction to immediate supervisor.

Indian preference to qualified applicants.

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 regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include ability to adjust focus.

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. The noise level in the work environment is usually moderate.

Signature: _____

Date: _____