

**TUBA CITY REGIONAL HEALTH CARE CORPORATION
Job Description**

MENTAL HEALTH SPECIALIST

Date: December 28, 2007	Department: Mental Health
Reports to: Supervisor of Mental Health	FLSA: Non Exempt
Human Resources Review:	Approved by:

Signature	Date	Signature	Date
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POSITION SUMMARY

This position is located at Tuba City Regional Health Care Corporation (TCRHCC), Tuba City, Arizona in the Mental Health Department. The purpose of this position is to provide therapeutic mental health services to individuals, families, groups and to the community at large. Community outreach, coordination and professional expertise in the fields of social work and substance abuse are also part of the function. The incumbent provides services to clients of all ages. Treatment and assessment techniques will need to encompass individual, group, family and community resources. The incumbent will do intakes and case management of patients with psychiatric disorders including chemical dependencies as needed by the department of mental health.

QUALIFICATIONS

MINIMUM MANDATORY QUALIFICATIONS

Education:

Master's level Professional Counselor, Marriage & Family therapist, or Social Worker licensed by the Arizona Board of Behavioral Health Examiner's or other states that allow transfer of credentialing to Arizona. Incumbent must also obtain licensed associate substance abuse counselor (LASAC) credentialing within six months of hire.

Experience:

Four (4) Years experience in a field of Behavioral Health.

Other Skills and Abilities:

A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers. All employment references must address and indicate success in each one of the following areas:

- Positive working relationships with others
- Possession of high ethical standards and no history of complaints
- Reliable and dependable; reports to work as scheduled without excessive absences.
- Knowledge and skill of psychotherapies including individuals, family and group therapy for evaluating behavior and reaction patterns of patients.
- Knowledge of social implications of problems of human behavior, adjustment, and emotional illness.
- Thorough knowledge of the psychological disorders as defined in the Diagnostic and Statistical Manual of the Mental Disorders (DSM-III). Must understand current theories of the causes and treatment of mental disorders.

- Knowledge of the sociocultural factors that adversely affect the mental health of American Indian populations and skills in the design of activities that can ameliorate these problems (i.e. community consultation, education, primary and secondary prevention)
- Communications and innovation skills in effectively organizing and utilizing all available community resources and in motivating the patients to participate.
- A high priority is assigned to the ability to speak both the English and Navajo languages. The individual must have a thorough knowledge of Navajo culture.

PREFERRED QUALIFICATIONS

Other Preferred Skills and Abilities:

Ability to speak Navajo, Hopi, or San Juan Southern Paiute.

ESSENTIAL FUNCTIONS

1. Provides diagnostic, treatment, and referral services for psychiatric patients. Conducts individual, family, and group psychotherapy. Coordinates services to patients with Service Unit psychiatrist and other Service Unit personnel.
2. Provides consultation to I.H.S. personnel, public and private resource agencies to assist patients in resolving medical, social, and emotional problems.
3. Participates in and/or initiates educational and preventive efforts in the community.
4. Provides crisis intervention services to clients with a wide variety of acute mental health problems, including suicide attempts, abortion counseling, family conflicts, alcohol misuse, drug abuse, grief reactions, and trauma resulting from violence.
5. Lends, directs and extracts information from individual and group discussions which often include members to reveal or discuss personal problems, due to culture and educational barriers.
6. Provides mental health services in the field and in the clinics. Conducts home visits for the purposes of providing individual and family therapy and for providing follow-up on patients who have recently suffered an emotional crisis or who have had records of poor compliance.
7. Maintains all appropriate client records according to Service Unit and Area Guidelines. Prepares and submits records of all patients and project contracts on the Area Mental Health Data Reporting System on a monthly basis.
8. Works closely with the Navajo Tribal Division of Social Welfare law enforcement and other agencies to coordinate services for mental health patients who have serious family and other social problems.
9. May take call on assigned weekday, holidays, and weekends.
10. Provides consultation to health professionals, doctors, nurses, alcoholism workers, social workers, psychologists, and other community agency staff regarding the causes, diagnosis, and treatment of mental health and substance abuse problems on a case by case basis.
11. Facilitates program planning, development and evaluation of mental health services by providing advisory and consultative services to the Mental Health Director, other I.H.S. staff and other community service workers i.e. Police, Probation Officers, Social Workers, etc. Contacts with the community in general are to promote the cooperation and collaboration of community and tribal groups and government agencies to develop a better understanding and more efficient mental health program.
12. In all the contacts, i.e. patients, patients' families, police, social workers, and other I.H.S. staff, the incumbent must strive for the highest possible participation and cooperation through effective mental health methods and techniques. This requires skillful techniques in gaining the confidence of the patients, many of whom are uncooperative, hostile, and tend toward destructive attitudes and actions; in soliciting the understanding and

cooperation of families, most of which have severe socio-economic problems that must also be recognized and taken into consideration by the incumbent.

13. As an experienced person in mental health problems relating to Indian patients, the incumbent frequently assists with hard-core cases. Assesses the situations involved, prepares reports of findings with recommendations as to appropriate actions within the framework of mental health resources available.
14. Performs a wide range of mental health services; i.e. diagnosis and treatment of patients in all age groups and their families who present and unlimited range of different psychosocial and environmental problems.

PROBLEM SOLVING

As a professional in the field, the incumbent will perform duties with minimal direct day-to-day guidance. The incumbent is responsible for planning and carrying out work assignments, resolving most conflicts, which arises with coordinating with others as necessary.

MENTAL AND PHYSICAL EFFORT

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

Physical: The work involves prolonged periods of sitting in an office setting operating a personal computer, as well as movement throughout the hospital. Distant travel may be required for program development.

Mental: Completed work is reviewed in terms of its professional expertise, promptness and effectiveness in meeting requirements or extended results. The Director of Mental Health is available for supervision about psychosocial assessments and community resources.

IMPACT

The effectiveness, with which the incumbent carries out duties within his/her jurisdiction will impact on the overall effectiveness of the mental health program and also on the services rendered to the Native American population.

NAVAJO/INDIAN PREFERENCE

TCRHCC is located within the Navajo Nation and has implemented a Navajo/Indian Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation or another federally-recognized Indian tribe will be given preference in hiring and employment for this position.

APPLICATION DECLARATION

I have read the qualifications and requirements for the position of Mental Health Specialist. To the best of my knowledge, I believe I can perform these duties.

Employee Name (PRINT): _____

Employee Signature: _____ Date: _____