



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11404 Moorage Way
La Conner, WA 98257
Phone (360)466-7353 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	Y
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	N

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: Mental Health Counselor

DEPARTMENT: Health

Supervised by: Mental Health Director

POSITION SUMMARY:

Under administrative direction of the Mental Health Coordinator of the Tribal Mental Health Program, must be able to demonstrate competency in the provision of mental health and family treatment, knowledge of tribal communities, local resources and the Community Mental Health System.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide individual and group counseling for children, youth, adults, Elders, couples and families. This includes providing services in the school, home, and community or in the office.
- Write letters as requested by school, court, client or other agencies.
- Attend Court sessions with clients when applicable.
- Record keeping: for billing, intakes, progress notes, treatment plans, 180-day reviews, consultation notes, and monthly reports.
- Initiate, facilitate and conduct group sessions, focusing on healthy relationships, sexual violence prevention and safety.
- Participate in annual Suicide Prevention training and provide intervention and information to clients.
- Accompany clients to teen clinics, medical center, and hospital as needed.
- Provide access to health information to the Fitness Center and Wellness program on topics such as depression.
- Attend weekly staff meetings.
- Attend pertinent meetings to maintain state requirements.
- Attend school-based meetings with Superintendent, Principal, teachers, parents, school counselor, school Psychologist, and students as needed.
- Provide input to SPED teacher and attend Individual Education Plan meetings at La Conner Schools and other schools identified.
- Provide QPR training as requested.
- Attend Continuing Education classes to meet Mental Health Specialist requirements.

- Write articles for the Qyuuq (Kee Yoks) Publication on mental health issues as requested.
- Communicate with supervisors, social workers, CPS, DSHS, Probation, Swinomish Police Department, Wellness Program and any other entity needed to support clients.
- Crisis intervention as needed at schools and tribal facilities.
- Attend cultural events: funerals, Canoe Journey, community dinners, Health Fairs, and other opportunities to support and advocate for clients.
- Assist the Mental Health Coordinator in coordinating Tribal Mental Health program efforts with activities and programs in the Swinomish Community.
- Represent the Swinomish community Mental Health program at tribal and interagency meetings when requested.
- Assist in the coordination of Tribal Mental Health program activities with other services provided through Swinomish Social Services.
- Assist in the coordination weekly seminars and training activities if requested.
- Participate in weekly clinical supervision.
- Prepare monthly reports in a timely fashion when requested.
- Utilize consultation form other providers as appropriate and as arranged.
- Work effectively with other department directors and staff to achieve tribal goals
- Attend various and conferences representing the Tribe.
- Because of the Tribes commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such Duties may or may not be related to their regular responsibilities.

MINIMUM QUALIFICATIONS

- Master's Degree in Counseling, Social Work, Psychology, or Marriage and Family.
- Must be licensed in Washington State as a Mental Health Counselor or Social Worker.
- Child Specialist, Geriatric Specialist or Native American Mental Health Specialist preferred.
- Degree from an accredited college or university and three years' experience in social service field, with two of those years in a setting serving Native Americans.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Appreciation of and sensitivity to cultural and spiritual issues.
- Excellent verbal and written communication skills.
- Understanding of child psychological and social development and treatment of children and youth with serious emotional disturbance and their families.
- Group dynamics experience and group facilitation.
- Case management and coordination of care in working with other agencies.
- Crisis intervention experience to provide support and safety in the areas of suicide ideation/gestures, domestic violence, sexual assault, child or Elder abuse/neglect, and death.
- Ability to work as a team member.
- Flexibility and willingness to accept direction from Supervisors.
- Ability to interview, perform assessments, gather information, ask appropriate questions, and initiate treatment.
- Be computer literate.
- Commitment to expanding skill set through experience and educational opportunities, including Continuing Education, CPR/First Aid, QPR, and ASIST.
- Experience and training in multi-cultural services.
- **Experience in established effective working relationships with diverse groups and individuals.**

WORK ENVIRONMENT AND TIME COMMITMENT

- 1. Work schedule is 40 hours per week. This is a full-time position.
- 2. Tasks are performed mostly indoors in both a clinical setting and an office environment.
- 3. Considerable time may be spent at a computer work station in the performance of administrative tasks.
- 4. Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Mental Health Counselor is considered an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: _____ Date: _____

Supervisor: _____ Date: _____