

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DOH07222604</u>	DATE POSTED: <u>01/11/22</u>	
POSITION NO: <u>244791</u>	CLOSING DATE: <u>02/01/22 by 5pm</u>	
POSITION TITLE: <u>Clinical Director (S)</u>		
DEPARTMENT NAME / WORKSITE: <u>NDOH/DBMHS/Navajo Regional Behavioral Health Authority, Window Rock, AZ</u>		
WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ69A-F</u>
WORK HOURS: <u>40 hrs./week</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>****DOE</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>****DOE</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Directs, coordinates and oversees the administration of clinical staff; plans, develops and implements comprehensive clinical treatment programs and clinical care services by incorporating psychological; indigenous and native treatment modalities and methodologies; provides guidance and assistance to therapeutic staff; provides crisis management consultation; schedules and conducts treatment plan meetings; develops and implements clinical standards of care for mental health; establishes and coordinates quality improvement; prepares and coordinates the completion of clinical reports and related required forms; develops, implements and maintains policies, objectives, short and long range planning; facilitates project planning and evaluation of clinical services.

Assigns and evaluates clinical staff caseload and standards; assists in resolving group or individual conflicts; ensures that professional staff obtain and maintain licensure, as required; keeps current on clinical knowledge and supervisory skills by reading professional literature and attending in-service training and other conferences; responsible for the supervision and review of client case records; recordkeeping and statistics to ensure compliance with funding source requirements; provides quality assurance for all case records and makes corrective action; completes quality assurance by reviewing treatment plans, discharge summaries and progress reports; formulates and implements client care policies and procedures.

Develops and implements standards for research, data collection and analysis of services provided; prepares complex clinical and/or required reports; identifies staffing levels and employee development requirements; establishes performance criteria; conducts performance appraisals; develops and administers clinical service needs budget, modifications, resolutions and grant proposals; enforces adherence with tribal, state, federal laws, policies, regulations and procedures; coordinates services with other departments, schools, communities and the public; plans and facilitates community partnering, outreach and education programs and activities.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Master's degree in Clinical Social Work, Counseling, Psychology, Art Therapy or Addictions; and six (6) years of clinical experience, two (2) years of which must have been in a supervisor capacity.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.
- Possess a valid State Licensure as a Licensed Independent Social Worker, a Licensed Marriage and Family Therapist or a Licensed Psychologist or a Licensed Professional Clinical Mental Health Counselor.

<<A favorable background investigation>>

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of clinical programs, methods, procedures and standards within area of expertise; knowledge of philosophy, methodology and procedures of treatment and clinical operations; knowledge of all facets of professional client care within areas of expertise; knowledge of case management; knowledge of intervention and therapeutic techniques; knowledge of management practices and principles, strategic and budget planning.

Skill in organizing resources and establishing priorities; skill in developing and implementing therapeutic techniques; skill in establishing cooperative work relationships with those contacted in the course of work; skill in establishing and maintaining confidential records; skill in interacting with clients from various social, economic, cultural, spiritual and psychological backgrounds. Ability to provide clinical supervision; ability to work effectively with a wide range of constituencies in a diverse community.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.