THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOH07215381**	DATE POSTED:	**05/10/18**
POSITION NO:	**947517**	CLOSING DATE:	**06/20/18**
POSITION TITLE:	Clinical Specialist - Intern (S)		
DEPARTMENT NAME / WORKSITE:	NDOH/Division of Behavioral and Mental Health Services, Chinle, AZ		
WORK DAYS:	Monday-Friday	REGULAR FULL TIME: ☑	GRADE/STEP: AI66A
WORK HOURS:	8 am to 5 pm	PART TIME: ☐ NO. OF HRS./WK.:	$ 48,464.00 PER ANNUM
SENSITIVE ☑		SEASONAL: ☐ DURATION :	$ 23.30 PER HOUR
NON-SENSITIVE ☐		TEMPORARY: ☐	

DUTIES AND RESPONSIBILITIES:

Provide culturally appropriate treatment services under the supervision of the Clinical Director, Clinical Specialist or other Master's level independently licensed professional. Due to licensing requirements, the incumbent will require daily supervision and oversight; professional work will be required of the incumbent in order to provide acceptable mental health treatment practices to individuals with co-occurring disorders; the incumbent will be expected to develop behavioral health strategies that assist individuals in overcoming substance disorders. All services provided to clients will be documented.

The incumbent will be dealing with a wide scope of disorders; assessing the needs of substance abuse clients to determine appropriate level of treatment service; ensuring a safe therapeutic environment conducive to recovery; conducts assessment to determine treatment plan for client; provide counseling and/or coordinating treatment with other professionals and para-professionals using a multidisciplinary team approach; chart progress throughout treatment and maintain progress notes.

Perform a variety of clinical administrative functions that includes reviewing and evaluating clinical records; documenting risk management issues and taking appropriate actions; assist in the development of clinical plans; assist in preparation of regulatory reviews; maintain program statistics; prepare monthly reports when required.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Master's degree in Counseling, Behavioral Health, Psychology, Social Work or a closely related field.

Special Requirements:

- Incumbent will be required to take and pass an entry level examination for clinical practice within six (6) months of date of hire or meet the requirements for entry level clinical licensure by meeting respective State requirements.
- A favorable background investigation.
- A valid state driver's license.

(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 applicable tribal, federal, state and local laws, statutes, ordinances, rules, regulations, policies and procedures; knowledge of the principles of best practices in the field of behavioral health services; knowledge of the principles, theories and practices of psychology, social work or required field; knowledge of the principles and practices of the counseling profession; knowledge of the 12 core functions of counseling substance abuse patients; knowledge of the traditional behavioral techniques used in diagnosing patient problems.

Skill in interacting with patients from various social, economic, cultural, spiritual and psychological backgrounds; skill in developing and implementing therapeutic techniques for patients; skill in communicating effectively both in oral and written modes.

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