

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DSS0454298

Date Posted: 11/21/11

POSITION NO: 201393

Closing Date: 12/06/11

CLASS CODE: 3754

POSITION TITLE: Clinical Director

DEPARTMENT NAME: DSS/Navajo Treatment Center for Children and Their Families

DEPARTMENT NO: 45 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: \_\_\_\_\_ POSITION TYPE: \_\_\_\_\_ GRADE: R69A

Days: Monday-Friday Permanent:  SALARY: \_\_\_\_\_

Hours: 8:00 am - 5:00 pm Temporary:  Duration: \_\_\_\_\_ \$ 58,281.60 Per Annum

Part-Time:  No. of Hrs/Wk: 40 \$ 28.02 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Directs, coordinates & oversees the Navajo Treatment Center for Children and Their Families (NTCCF) clinical staff. Plans, develops & implements comprehensive clinical treatment programs & clinical care services by incorporating psychological, indigenous & native treatment modalities & methodologies. Provides guidance & assistance to clinical staff. Provides crisis management consultation. Schedules & conducts treatment plan meetings. Develops & implements clinical standards of care for mental health. Direct quality improvement of services by ensuring the completion of clinical reports & forms. Develops, implements & maintains policies, objectives, short & long planning. Plans & evaluates clinical services.

Assigns and evaluates clinical staff caseload. Provides both individual and group clinical supervision resolving conflicts. Ensures professional staff obtain and maintain licensure, as required. 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 patient files and makes corrective action. Completes quality assurance by reviewing treatment plans, discharge summaries and progress reports. Formulates and implements client care policies and procedures. Stays current on clinical knowledge and supervisory skills by reading professional literature and attending in-service training and other conferences.

Develops and implements standards for research, data collection and analysis of services. Prepares clinical and 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 and education programs and activities.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Master's degree in Clinical Social Work or Counseling; and

**Experience:**

six (6) years of clinical experience, two (2) years of which must have been in a supervisory capacity.

*(To receive full credit for education, training applicant must submit copies of college transcript, certificates, diploma, etc.)*

**Special Knowledge, Skills and Abilities:**

Knowledge of clinical programs, methods, procedures and standards. Knowledge of philosophy, methodology and procedures of treatment and clinical operations. Knowledge of all facets of professional client care. Knowledge of case management. Knowledge of intervention and therapeutic techniques. Develop and implement therapeutic techniques. Establish and maintain confidential records. Interacting with clients from various social, economic, cultural, spiritual and psychological backgrounds. Clinical supervision.

**License/Certification Requirements:**

Must possess a valid State or National 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. Criminal background check and fingerprinting is required. Must possess a valid state drivers license and obtain a NN Operators Permit within 90 days of employment.

**VETERANS' PREFERENCE APPLIES**

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

*Revised: 1-15-99*