

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

REQUISITION NO: DOH0727373

Date Posted: 12/31/12

POSITION NO: 943935

Closing Date: 02/08/13

CLASS CODE: 3754

POSITION TITLE: CLINICAL DIRECTOR

DEPARTMENT NAME: Department of Behavioral Health Services

DEPARTMENT NO: 72 WORKSITE LOCATION: Tuba City, AZ

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R69A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 40 hrs.

Temporary:

Duration: \_\_\_\_\_ \$ 58,281.60 Per Annum

Part-Time:

No. of Hrs/Wk: \_\_\_\_\_ \$ 28.02 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Directs, coordinates and oversees the residential and outpatient treatment services utilizing a multi-systemic approach; will provide direct clinical supervision and consultation to Clinical Specialists and clinical staff at the treatment center; will implement the appropriate clinical standards based on treatment needs and client care in a residential and/or outpatient setting; will provide crisis management consultation; develop and implement clinical standards of care for mental health, substance abuse and alcohol; will implement, coordinate, monitor and guide the outpatient and residential treatment services to ensure services provided are appropriate treatment methods and modalities are sensitive to the cultural competency; will monitor all clinical documentation pertaining to clinical procedures manual, clinical contractual requirements, clinical data collection and clinical reports.

Will work directly with the Traditional Practitioners, Case Management Specialists and Counselor to add to the treatment services provided by the Principal Substance Abuse Counselors and Senior Substance Abuse Counselors. Will monitor and evaluate clinical staff caseload and standards; assist in resolving group or individual conflicts; ensure professional staff obtain and maintain licensure, as required; will review client case records, recordkeeping and statistics to ensure compliance with funding source requirements; provides quality assurance for all case records and provide corrective action by reviewing treatment plans, discharge summaries and progress reports.

Develops standards for 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; plans and facilitates community partnering, outreach and education programs and activities; attend meetings and trainings pertaining to the clinical component for the treatment site and keep current on clinical knowledge and supervisory skills through literature and attending in-service trainings and conferences.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

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

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

**Experience:**

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

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

**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 area 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.

**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.

**\*\*Must pass a Fingerprint Clearance and Background Check\*\***

**VETERANS' PREFERENCE APPLIES**

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