

## **HOULTON BAND OF MALISEET INDIANS**

### **Job Description**

#### **HEALTH DEPARTMENT**

#### **Behavioral Health Specialist**

Approved by Tribal Council: 02/03/2021

**Status: Full Time – 40 hours per week**

**Supervisor:** Behavioral Health Program Supervisor

**Pay Range: \$58,240.00 – 72,800.00**

**Role:** The Behavioral Health Specialist, as part of the primary care team, identifies, triages and manages eligible Tribal Members and other eligible members of a Federally recognized tribe within the primary care setting. The Behavioral Health Specialist will perform the management of psychosocial aspects of chronic and acute disease, apply behavioral health principles to address lifestyle and health risk issues, case management functions as needed, and consult and co-manage the treatment of mental disorders and psychosocial issues.

#### **Position Responsibilities:**

1. Provide direct professional mental health and substance use services, both group and individual, outpatient mental health services and outpatient substance use services to meet the needs of the Maliseet community and families and other eligible members of a Federally recognized tribes.
2. Maintain each patient's electronic health record in an accurate and timely manner, including:
  - a. Entering service data electronically
  - b. Provide all information as required for billing services including treatment plan development reviews and documentation per CMS (Centers for Medicare and Medicaid Services) and all other billable entities.
3. Assist the primary care provider in recognizing, treating and managing mental health and psychosocial issues and act as a contributing member to the health care team.

4. Conducts patient intakes, focusing on diagnostic and functional evaluations, then making recommendations to the primary care provider concerning the patient's treatment goals and plan.
5. Provide consultation with the primary care provider to enhance their skill and effectiveness in treating mental health problems.
6. Assists in the detection of at-risk patients and the development of plans to prevent further psychological or physical deterioration.
7. Monitors the behavioral health program at the Maliseet Health Clinic, identifying any problems related to patient services and make recommendations for improvement.
8. Assist in researching and developing grant opportunities to identify and prioritize needs for the behavioral health program.
9. Attend professional trainings, meetings, and consultation as required by clinical licensure.
10. Adhere to Houlton Band of Maliseet Indians policies and procedures and furthers the mission of the organization through active support of the strategic goals.
11. Participate in Health Insurance Portability and Accountability (HIPAA) Training as required by the HBMI Policy and maintain HIPAA Compliance in performance of position function.
12. Collaborate with other HBMI programs and other outside agencies.
13. Work week will be as follows:
  - a. Monday through Thursday, 7:30am-5pm.
  - b. Must spend at least 28 hours per week providing direct out-patient care
14. Other duties as assigned by supervisor.

### **Minimum Qualifications**

- Master's Degree in Social Work
- Current full Licensure as an LCSW in the State of Maine
- Experience working with a wide variety of patients and respecting cultural diversity.
- Proven ability to support and empower patients
- Willingness and ability to work independently and as part of a team
- Excellent working knowledge of behavioral medicine and evidence-based treatments for mental health conditions.
- Strong computer skills
- Excellent written and oral communication skills
- Ability to work well with co-workers, clients, physicians and public
- Ability to successfully pass a urine drug screen, DHHS background check, and FBI Fingerprinting background check

### **Responsibility for Safety and Health:**

Every employee is responsible for safety and the prevention of accidents and injuries. Successful job performance depends on attention to safety issues.

### **Physical Requirements:**

### **Physical Abilities:**

Bending	O	Sitting	F	N (Not applicable)
Carrying	N	Standing	O	O (Occasionally) up to 2 hours a day
Driving	N	Talking	F	F (Frequently) 2-6 Hours a day
Handling	O	Walking	O	C (Constantly) over six hours a day
Hearing	F	<u>Lifting/Carrying</u>		
Keyboarding	F	50 lbs. or less	N	
Kneeling	N	<u>Push/Pull</u>		
Reaching	O	50 lbs. or less	N	

Applications are available for download at our website: maliseets.net, at the front desk of the Administration Building, or one can be mailed or emailed to you. For more information or an application please either call the Administration Office at 532-4273 or e-mail [hr@maliseets.com](mailto:hr@maliseets.com). **If selected for employment you will be subject to Alcohol and Drug testing. If you fail the Alcohol or Drug testing any offer of employment will be withdrawn by HBMI.**

**Applications will be accepted until close of business on July 7<sup>th</sup>.**

**TO APPLY: Submit an application to:**

**Houlton Band of Maliseet Indians**

**Attn: Jessica Huff**

**88 Bell Road Littleton, Maine 04730**

**[Hr@maliseets.com](mailto:Hr@maliseets.com) or fax to 207-532-2660**

**The HBMI practices Indian Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity/At-Will Employer.**