

Urban Indian Center of Salt Lake
POSITION DESCRIPTION



JOB TITLE: LEAD THERAPIST/CLINICAL SUPERVISOR
SALARY GRADE: \$50,000 -- \$65,000/YR (depending upon credentials & experience)
APPOINTMENT: FULL TIME (EXEMPT)
SCHEDULE: M-F 8:00 AM-5:00 PM (occasional weekend and evening)
SUPERVISOR: YES

The mission of the Urban Indian Center of Salt Lake is: “Serving *The People* by honoring Native cultures, strengthening health and wellness programs and cultivating community.”

SUMMARY OF WORK:

Under the direct supervision of the Urban Indian Center of Salt Lake’s (UICSL) Behavioral Health Program Director, provide culturally appropriate counseling services for Urban American Indians/Alaska Natives (AI/AN), of all ages, and their family members. Position will also provide clinical supervision for therapists/counselors holding an associate or certified license and student interns. Limited managerial duties include program development, input related to staff corrective or disciplinary action and assisting in hiring and training of program staff.

THERAPIST DUTIES & RESPONSIBILITIES:

- Provides assessment/evaluation, ongoing clinical staffing and treatment planning, in collaboration with the clinical treatment team.
- Facilitates psychoeducational and process groups for program participants and community members, when needed.
- Provides appropriate crisis intervention; provides community referrals when appropriate. Consults with UICSL clinical personnel, cultural specialist and health professionals regarding patient care.
- Collaborates with clients in treatment planning, discharge planning and crisis and/or relapse prevention planning and services. Provides services for individuals, couples, families and groups in an appropriate, efficient and professional manner which may include traditional American Indian methods, techniques and concepts, while complying with professional standards including program, accreditation, agency, state and federal funding requirements.
- Completes effective documentation, which includes: assessment reports, including diagnosis and treatment recommendations; clinical staffing, including treatment reviews and discharge plans; progress reports; progress notes; and entering client data into RPMS system in a timely manner. Documentation will be in accordance with substance abuse and mental health standards.
- Provides limited case management services related to probation for court mandated clients, including timely correspondence and communications with referring agencies and court personnel and establishes/maintains positive working relationships with those agencies.
- Maintains professional, ethical relationships with clients, staff, and general population in accordance with scope of licensure and professional code of conduct. Maintain confidentiality in accordance with CFR 42 Part 2, HIPAA, and Privacy Act.
- Participates in all required staff meetings including clinical team staffing.
- Performs other duties as assigned by supervisor.

CLINICAL SUPERVISOR DUTIES & RESPONSIBILITIES

- Supervises UICSL Red Mesa Counseling clinical staff/student interns’ clinical work.
- Ensures that supervisee’s clinical work meets all appropriate professional standards, confidentiality, licensing/certification, accreditation, and grant/contract requirements.

- Ensures that supervisees' clinical services are culturally specific for the American Indian/Alaska Native population served.
- Provides direction/training for supervisees to ensure that they are capable of providing high quality screenings; appropriate referrals; comprehensive bio-psycho-social-spiritual assessments; treatment planning; individual, couples, group, and family counseling; discharge planning; and follow-up/care monitoring of progress.
- Provides direction/training for supervisees to ensure that they are capable of conducting clinical team staffing case presentations, including new, review, and re-staff and discharge presentations.
- Provides direction/training for supervisees to be able to provide limited case management services. Including timely correspondence and communications with referring agencies and court personnel.
- Signs clinical documents for supervisees, manually and in agency clinical database system in an efficient and timely manner.
- Provides Quality Assurance through peer and chart reviews.
- Participates in all required staff meetings including clinical team staffing and with Red Mesa Program Director.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge and experience of the unique cultural and economic backgrounds of urban AI/AN people and ability to successfully integrate that knowledge into services. Knowledge and a genuine respect for AI/AN values, customs, and practices.
- Knowledge of clinical supervision practices, methods and techniques; professional ethics/code of conduct.
- Demonstrate effective verbal and written communication and excellent interpersonal skills with the ability to respectfully interact with all people.
- Ability to follow established UICSL & BEHAVIORAL HEALTH PROGRAM policies and guidelines.
- Ability to follow all professional standards, licensing/certification, accreditation, and grant /contract requirements.
- Ability to work as part of a multidisciplinary team.
- Ability to handle stressful situations effectively and efficiently and to problem solve and resolve conflicts effectively and efficiently.
- Ability to organize and prioritize daily work duties.
- Proficient with Microsoft software and knowledge of database software (RPMS).

REQUIRED QUALIFICATIONS:

- Licensure in the State of Utah as an LCSW, MFT, or CMHC, with no unresolved disciplinary actions, citations or restrictions, for a minimum of two years.
- Experience in substance use and co-occurring disorders treatment.
- Experience working with American Indian/Alaska Native people (preferred).
- Must have valid Utah driver's license or ability to obtain upon hire. Must have a clean driving record and ability to be insured on UICSL auto policy.
- Must have a clean criminal background investigation report.

All positions at the Urban Indian Center of Salt Lake have the responsibility to carry out functions to maintain inspection and survey readiness, participate in Quality Improvement initiatives, as well as assist in and/or provide education for health promotion and disease prevention. UICSL supports a safe, healthy and drug-free work environment through criminal and caregiver background checks, UICSL maintains a drug & smoke-free environment.

This is a general outline of the essential functions of this position and shall not be construed as an all-inclusive description of all work requirements and responsibilities. The employee may be required to perform other job-related duties as requested by the designated work leader(s). All requirements are subject to change over time.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information,

arrest record, pregnancy or pregnancy-related related conditions, age (40 and over), or any other characteristic protected by applicable federal, state or local laws.

**Indian hiring preference may apply to some positions (as defined in Title XXV, US Code Sections 44-46, 42 U.S.C. (2000e-2 li) and 474.) For the purposes of the Urban Indian Center of Salt Lake, Indian Preference Policy, "Indian" shall mean "any member or descendant of a member of a federally-recognized tribe." Applicants must meet the established minimum qualifications in order for Indian preference to apply. Candidates will be required to furnish documentary evidence of their qualifications for Indian preference.*