



## URBAN INDIAN CENTER OF SALT LAKE

120 West 1300 South  
Salt Lake City, Utah 84115  
Phone: (801) 486-4877  
Fax: (801) 486-9943  
www.uicsl.org

### POSITION DESCRIPTION: DIRECTOR OF BEHAVIORAL HEALTH SERVICES

<b>Division:</b>	Clinical Operations	<b>Supervisor:</b>	Director of Clinical Operations
<b>Job Code:</b>	BHS-001	<b>Classification:</b>	FT, Executive Exempt
<b>Wage Scale:</b>	E-08 to E-09, DOE/DOQ (\$81,102 to \$141,542)	<b>Effective Date:</b>	06/17/2024
<b>Hours/week:</b>	40+ w/ some nights & weekends	<b>Last Revised:</b>	10/19/2023

### PROGRAM PURPOSE

*The Urban Indian Center of Salt Lake (UICSL) is dedicated to our Mission of SERVING THE PEOPLE BY HONORING NATIVE CULTURES, STRENGTHENING HEALTH & WELLNESS PROGRAMS, & CULTIVATING COMMUNITY.*

### UNIFORM PERFORMANCE EXPECTATIONS

In performance of their respective responsibilities, all employees of the UICSL and our affiliates must rise to the level of expectations in which they:

- Fully uphold all principles of confidentiality and patient/client care.
- Adhere to the Standards of Conduct for UICSL, and all professional and ethical standards for the healthcare industry and/or their respective area(s) of expertise.
- Interact in an honest, trustworthy, and dependable manner with patients/clients and co-workers.
- Possess and utilize a strong sense of cultural awareness and interpersonal respect.
- Maintain an active and valid license in the State of Utah (if operating UICSL vehicles).
- Strive to learn and serve in compliance with federal regulations and UICSL policies and procedures, and to seek solutions for issues or problems they encounter in alignment with those resources.

### POSITION SUMMARY

The Director of Behavioral Health Services (DBHS) oversees day-to-day operations for all substance use disorder (SUD) and behavioral health (BH) functions providing direct client/patient care at the Urban Indian Center of Salt Lake (UICSL).

Reporting to the Director of Clinical Operations (DCO), the DBHS is a competent supervisor who guides his/her staff in developing, implementing, maintaining, monitoring, and reporting on patient care delivery systems relating to SUD/BH treatment including screening, diagnosis, individual and group counseling, medication management, therapeutic interventions, aftercare, and other areas as needed.

In this role, the DBHS is responsible for division planning, assessment, and reporting; budget development and administration; the development, review and update of program policies and procedures; ensuring compliance with accreditation and credentialing/privileging requirements; ensuring clinical program adherence to standards of care; ongoing clinical quality monitoring including patient safety/satisfaction; the hiring, evaluation, and retention of employees within these programs; and leadership that ensures patient-centered SUD/BH services to all patients/clients of UICSL.



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### **ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES**

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- Manages the development and implementation of annual and ongoing division and function goals, objectives, metrics, and priorities within the division of Behavioral Health Services (BHS).
- Develops annual budget submissions, monitors program budget expenditures to ensure alignment with organizational goals and makes recommendations for capital expenditures as appropriate.
- Oversee, guide, and evaluate all employees in the BHS according to UICSL policies & procedures and applicable law including but not limited to elements of recruitment, retention, and workforce planning (e.g., position management and budgeting); employee relations; leave approval, payroll, and timecard monitoring; and performance management, evaluation & improvement.
- Ensures counseling, therapeutic and programming compliance with applicable state and/or federal (e.g. IHS, DHHS, etc.) as well as applicable accreditation standards (e.g. CARF, AAAHC, etc.) through ongoing policy and procedure development, implementation, and review.
- Ensure the timely preparation, development, and submission of monthly, quarterly, and/or annual business activity reports for the BHS to the Board of Directors, the Indian Health Service (IHS) or other federal contract/grant entities, and to any other entity as required by law, agreement, or executive request.
- Works with the organized Medical Staff of UICSL to implement systems to monitor/ensure compliance in clinical supervision (if necessary) as well as credentialing and privileging activities including but not limited to tracking of continuing education and licensure renewal, peer reviews, and ongoing and focused professional practice evaluation processes (OPPE/FPPE).
- Implements ongoing processes to assess client/patient satisfaction, maintain high public ratings relating to our services and respond promptly to/resolve patient grievances as necessary.
- Engages elements of branding/marketing to highlight unique and effective program elements to potential partners and clients and serves as a primary point of contact to the public for SUD/BH networking and partnerships with local entities, universities and other programs as needed.
- Establishes an engaging and transparent workplace culture within each assigned department through regular meetings, updates, communication, and action designed to promote employee morale and engagement.
- Provides monthly, quarterly and/or annual reports that summarize program activities and achievements as requested by the DCO.
- Attends professional conferences and research new therapeutic tools and models for potential use and alignment with UICSL programs.
- Maintains an appropriate caseload as needed to maintain therapy/counseling skills and appropriate medical/clinical staff membership.
- Works closely with other executives to identify operational risks and performance improvement opportunities to enhance division quality through workforce planning, redesign, equipment acquisition, and/or business process modifications.
- Serve as project manager as required for assignment and/or initiatives within the BHS or as assigned by the DCO.
- Other duties as assigned and agreed to with the DCO.



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### MINIMUM QUALIFICATIONS

<b>Education:</b> <input type="checkbox"/>	A master's degree in Mental Health Counseling, Counseling Psychology, Clinical Social Work, or a related field
<b>Experience:</b> <input type="checkbox"/>	2-4 years clinical counseling/substance use disorder counseling experience and 1-3 years' experience at a supervisory level
<b>Certifications/Licensure:</b> <input type="checkbox"/>	LCMHC, LCSW, LPC, LMFT, or Psychologist
<b>Other:</b> <input type="checkbox"/>	Documented experience with SUD treatment and domestic violence counseling programs

### PREFERRED QUALIFICATIONS

<b>Education:</b> <input type="checkbox"/>	A doctorate degree (PhD) in Behavioral Health, Counseling Psychology, or a related field
<b>Experience:</b> <input type="checkbox"/>	5+ years clinical counseling/substance use disorder counseling experience and 5+ years supervisory experience at a "Director" level
<b>Certifications/Licensure:</b> <input type="checkbox"/>	CSUDC, CASUDC, LSUDC or LASUDC certification/endorsement
<b>Other:</b> <input type="checkbox"/>	a) Prior experience with accreditation and licensing surveys
<input type="checkbox"/>	a) Prior work experience in a tribal or IHS program/facility.

### KNOWLEDGE, COMPETENCIES, AND CHARACTERISTICS (KCC)

<input type="checkbox"/>	Knowledge of culturally sensitive counseling and therapeutic treatment models and tools
<input type="checkbox"/>	Knowledge of industry, state and federal standards relating to residential SUD treatment & behavioral health counseling.
<input type="checkbox"/>	Knowledge of effective management and teamwork principles
<input type="checkbox"/>	Knowledge of basic finance/budget development and reporting formats
<input type="checkbox"/>	Knowledge of accreditation survey preparation requirements and quality improvement processes
<input type="checkbox"/>	Evidence of competent verbal and written communication skills appropriate to the position
<input type="checkbox"/>	Evidence of competency with organization, time management and prioritization behaviors
<input type="checkbox"/>	Evidence of competency with forming and maintaining professional relationships with clients and staff
<input type="checkbox"/>	Evidence of competency in problem-solving and critical thinking
<input type="checkbox"/>	Evidence of competency in navigating electronic medical record and practice management platforms
<input type="checkbox"/>	Demonstrates a positive attitude of service
<input type="checkbox"/>	Demonstrates effective leadership habits at a director level
<input type="checkbox"/>	Demonstrates capacity to teach, learn and adapt to potentially rapidly changing situations
<input type="checkbox"/>	Demonstrates characteristics of integrity and transparency in difficult situations
<input type="checkbox"/>	Demonstrates capacities for professionalism, emotional intelligence, and confidentiality



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### **WORK ENVIRONMENT**

The work environment at UICSL involves normal office conditions and noise levels that can vary from low to moderate; however, this position may require involvement in tasks and assignments in enclosed or open spaces with noise levels ranging from low to potentially damaging to the senses without protection. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working on facilities or equipment for a health center.

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### **PHYSICAL DEMANDS**

While performing the duties of this job, the incumbent will frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, or performing manual labor as well as driving or riding in transport vehicles. An employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors, and staff.

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### **MENTAL DEMANDS**

The workload in this position is fast-paced and changes frequently according to organizational needs. The incumbent will work alone, as a part of a team, and/or as the leader of a team as required. An employee in this position must multi-task and needs to demonstrate a high level of emotional balance. Group presentations, individual counseling sessions with both patients or staff, public speaking and other related tasks are common, and there are numerous applicable standards and deadlines associated with this position. The incumbent should be prepared to deal with stressful administrative and clinical demands while maintaining an appropriate level of performance. This position is highly visible in the organization and may be subject to frequent criticism.

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***Disclaimer:*** *The information in this document is designed to portray the general nature and level of work performance expected by employees in this position. It is not intended to be a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other related and reasonable duties as needed by their direct supervisor.*





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**Indian Preference Statement:** *As a federal contractor and in compliance with Sub-Chapter II, Chapter 14, Title 25 of the United States Code, the Act of April 16, 1934 (48 Stat. 596), as amended; and Section 7(b) of the Indian Self-Determination and Education Assistance Act, Pub. L. 93-638, 88 Stat. 2205, 25 U.S.C. 450e(b), UICSL gives preference in employment opportunities to American Indians/Alaska Natives (AI/AN) who can perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations). UICSL also extends preference to AI/AN organizations and AI/AN-owned economic enterprises in the awarding of any subcontracts engaged under our funding agreement(s).*

*To the extent feasible and consistent with effective performance as a federal contractor, UICSL may give preference in employment and training opportunities to AI/ANs who are NOT fully qualified to perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations); and UICSL may provide reasonable opportunities for training including on-the-job, classroom, or apprenticeship training designed to increase the vocational effectiveness of AI/AN employees.*

*When UICSL is unable to fill our employment and subcontracting opportunities after giving full consideration and preference to AI/AN candidates, employees and/or subcontractors, UICSL will satisfy our needs by selecting non-AI/AN candidates and subcontractors in accordance with equal employment opportunity and affirmative action statutes mandating that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. (48 CFR §52.222-26).*

<b>REVIEWED BY HUMAN RESOURCES:</b>	DocuSigned by:  5/29/2024 <small>19FD410CE6F6499...</small>	<b>APPROVED BY EXECUTIVE DIRECTOR:</b>	DocuSigned by:  5/29/2024 <small>CAA58DE93D1E472...</small>
<b>PRESENTED TO BOARD OF DIRECTORS:</b>	<p style="text-align: center;"><i>Scheduled for June 17, 2024</i></p>	<b>NEXT REVIEW DATE:</b>	<p style="text-align: center;">June 2026</p>



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**EMPLOYEE ACKNOWLEDGEMENT**

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I have reviewed and been provided with the content of the **Director of Behavioral Health Services** position description.

My signature on this document certifies that I can perform the essential functions of this position as outlined in this description, with or without reasonable accommodation. A signed copy of this document will be maintained in my Personnel file for reference.

**Describe any accommodations required to perform these functions:**

**Employee Name (Print)**

**Employee Signature:**

**Date:**