

SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT
P.O. Box 0
San Carlos, Arizona 85550
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Terry Rambler
Tribal Chairman



Tao Etpison
Tribal Vice-Chairman

JOB VACANCY

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#22-052	December 2, 2021	Open Until Filled
POSITION TITLE AND DEPARTMENT	SALARY	
Clinical Supervisor Wellness Center	DOE	

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE
(Applications must be received in the Human Resources Office by close of business on the closing date)

CONDITIONS OF EMPLOYMENT:

- In accordance with the San Carlos Apache Tribe **Resolution No. AU-21-121**, all potential employees must show proof of COVID-19 vaccination for it is mandatory for all Tribal employees to have the vaccine as a condition of employment. All employees who opt-out or otherwise have no proof of vaccination shall be subject to bi-weekly testing for COVID-19 (must provide letter or doctor's excuse when applying to opt-out of receiving vaccination).
- Regular Full Time position. (Exempt)
- Applicant must have a valid driver's license.
- Applicant must have a safe driving record. Safe driving record is defined as no more than three (3) serious moving violations and no convictions for DUI within the past five (5) years. Applicant will be subject to a five (5) year motor vehicle records check. **Failure to reveal driving records may be grounds for not hiring or termination after hire.**
- Applicant must submit a cover letter, resume and copies of college transcripts for full consideration. **NOTE: Applicant must submit a copy with application.**
- Applicant must not have been convicted of any alcohol or drug abuse in the past two (2) years. Applicant must have never been convicted of a felony and no conviction of a misdemeanor one year prior to hire.
- Applicant will be subject to and pass a Federal, State, County and Tribal Background Check. **Note: Applicants must meet this requirement by completing Item No. 15, on the Application for Employment.**
- Applicant **must** complete a "Child Care & Indian Child Care Worker Position" form to determine your suitability for tribal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment with the San Carlos Apache Tribe. **If you make a false statement in any part of your application, you may not be hired or you may be terminated after you begin work.**
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

DUTIES AND RESPONSIBILITIES:

As a Clinical Supervisor under the supervision of the Behavioral Health Director and the general oversight of the Program Manager, the Clinical Supervisor's primary duties are to ensure ethical, culturally, appropriate practices are implemented and maintained by all clinical staff. Based on assessments the Clinical Supervisor shall make referrals to the appropriate programs and agencies in an effort to help clients access the right level of care to best meet the need of their treatment. Oversees the coordination care with referral sources and other providers, as well as treatment and discharge planning. The Clinical Supervisor shall thoroughly document assessments, evaluations, therapy notes, and contacts made accurately and timely. Provides clinical consultation to referral sources, mentors, family members and others to help support clients in their recovery. Develops a plan of treatment; shares the recommendations with members of multi-disciplinary team for feedback. Monitors the adherence to the plan and determines if short-term goals are being met. Provides support and program development to include group therapy and education based on accomplishments of objectives in treatment plan. This may include individuals and family therapy if needed. The Clinical Supervisor is responsible for staff scheduling, assisting with problem resolution and training current and new counselors. May provide clinical supervision to students working towards licensure. Shall be responsible for chart/documentation audits of all clinical staff. The Clinical Supervisor shall supervise all clinical counseling staff, post-doctoral students and student interns. Shall perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Basic Requirements:

Successful completion of a course of study in an accredited college or university that led to a Doctoral degree (Ph.D., Psy.D.) that included a major field of study of Behavioral Health Science, Mental Health, Social Work, or related field of study. **NOTE: Applicant must submit a copy of all college transcripts and/or degree to meet positive education requirements.**

Licensure: Candidates must have a permanent, full and unrestricted license in behavioral health. **Note: Applicants must submit a copy of their active license.**

In addition to meeting the basic requirements above, candidates must have had five (5) years of specialized experience.

Specialized experience is management and clinical supervisory experience in behavioral health and substance use programming that included working in a medical clinic setting; integrated behavioral health model; and two (2) years of experience in a behavioral health and substance use services including medication assisted treatment or a related field. **Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".**

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge of Public Law 638 contracts and federal grants; federal grant/finance management; and the Federal Law of Confidentiality ACT 42, CFR Part 2, HIPAA Policies.
2. Knowledge of integrated behavioral health core-concepts and interventions.
3. Knowledge of the basic community resources and organizations.
4. Knowledge of budget/finance management related to procurement processing, Medicaid/care and third party revenue cycle, and third party credentialing and enrollment processing.
5. Knowledge of RPMS and Moonwalk scheduling; as well as electronic health records.
6. Knowledge of medical clinic operations as it relates to behavioral health and collaborative services; behavioral health standards and accreditation (AAAHC, CARF, etc.); local tribal court laws and procedures; integrated behavioral health core-concepts and interventions; and Wellness Center/Clinical policies and procedures.
7. Knowledge of addictions and substance use treatment; program development.
8. Ability to relate well to clients and families of varied cultural, socioeconomic and life-style backgrounds.
9. Ability to have strong organizational, analytical, creative thinking and problem-solving abilities are necessary.
10. Ability to communicate effectively, orally and in writing.
11. Ability to identify, resolve problems and develops alternate solutions in a timely manner.
12. Ability to maintain professionalism and a strict standard of confidentiality.
13. Ability to manage difficult or emotional situations and be able to maintain self-control while under pressure or in stress-related circumstances.

OTHER IMPORTANT INFORMATION:

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
- All material submitted for consideration under this announcement becomes the property of the Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
- Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.
- **INDIAN PREFERENCE:** It is the goal of the San Carlos Apache Tribe to employ as many tribal members as possible in tribal positions. Therefore, all other qualifications being equal, tribal members will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:

1. Enrolled member of the San Carlos Apache Tribe with Veteran's Preference
2. Enrolled member of the San Carlos Apache Tribe
3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
4. Other Native American
5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
6. Non-Indian

It is also the goal of the San Carlos Apache Tribe to provide the best services possible to tribal members. In furthering the Tribe's efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Indian Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

- **VETERANS PREFERENCE AND INDIAN PREFERENCE:** Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.
- **EQUAL EMPLOYMENT OPPORTUNITY:** Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

HUMAN RESOURCES OFFICE CLEARANCE:

/s/Timecah Cosen
Human Resources Assistant

December 2, 2021
Date
