

Sisseton-Wahpeton Oyate

Job Description

Job Title: Behavioral Health Director

Reports to: SWO Tribal Health Director

Department: SWO Behavioral Health Center

Salary: DOE/DOQ

Summary:

The Behavioral Health Director (Director) is funded under the Sisseton-Wahpeton Oyate I.H.S. Master Contract ARPA funds. This is a new position and the Director's role will be to lead the SWO Behavioral Health Department to become a functional, credible, and sustainable community behavioral health program that meets State of South Dakota Accreditation Standards. The Director will provide leadership for the SWO 2021-2025 Health Plan Behavioral Health Initiative.

Job Duties and Responsibilities:

1. The initial priority responsibilities of the role include:
 - A. Develop a timeline and action steps for accreditation of the SWO Behavioral Health Program as a community mental health center through the SD Division of Behavioral Health.
 - B. Develop individual professional development plans for clinical staff, which includes obtainment of state licensure or certification that meet training and credentialing requirements of the SD Division of Behavioral Health.
 - C. Provide clinical supervision either for staff that meets accreditation requirements directly or through contractual arrangements. Clinical supervision will include administrative, clinical, and reflective components.
2. Overall supervision of the Behavioral Health Department:
 - A. Administration:
 - 1) Establish and maintain annual budget, including any grant program budgets
 - 2) Prepare monthly and annual reports required by Tribal Government and the funding agencies
 - 3) Assist grant program managers with goals and objectives and reports. Provide training necessary for grant portals.
 - 4) Hire staff and provide day-to-day supervision.
 - 5) Review, amend and/or develop necessary department policies and procedures.

B. Clinical:

- 1) Assist clinicians with a path for licensure that includes timeframes, establishing supervision, monitoring hours and an employee training and development plan.
- 2) Develop a policy on screening tools and evidence-based programming based on prevention and recovery
- 3) Develop a mission and vision statement for the Department that meets the cultural and spiritual needs of the Sisseton-Wahpeton Oyate.

C. Reflective:

- 1) Help providers develop the capacity to shift perspectives, recognize what they bring to a relationship, explore personal biases, set boundaries, and slow down, observe and listen
 - 2) Provide an environment where clinicians are able to be vulnerable, explore their own strengths and growing edges, and reflect on their role within the system of support for a client
 - 3) Through reflective supervision, aim to reduce staff stress and turnover
 - 4) Recognize the ways in which appropriate support to staff results in improved outcomes for clients.
3. Develop a plan for obtaining accreditation of the SWO Behavioral Health Department based on SD Accreditation Standards.
 4. Develop a third party billing system.
 - A. Hire an Administrative Officer who has experience in a health care setting to work with the Director on the Third Party Billing System.
 - B. Review current Electronic Health Record (EHR) and make recommendations for upgrades, training or switching to a different EHR.
 - C. Research and make recommendations to the Supervisory Executive on the best option for billing, such as hiring a coder/biller or contracting this function.
 5. Assess community needs for Mental Health and Substance Use Disorder services and prepare a plan with goals and objectives to meet the needs that are identified.

Job Qualifications:

1. SD Licensed Psychologist, Licensed Professional Counselor-Mental Health (LPC-MH) or Licensed Clinical Social Worker (LCSW) or Licensed Addiction Counselor with Mental Health/Social Work background.

2. Knowledge of Sisseton-Wahpeton Oyate culture or willingness to gain such knowledge.
3. Must have experience with the provision of clinical supervision for staff working towards licensure.
4. Must have strong oral and written communication skills.
5. Must demonstrate professional knowledge of the principles, practices, and theories in behavioral sciences for helping clients and families, as well as networking with other tribal social services and/or case management staff and referring clients who have been identified as high risk.
6. Must demonstrate the ability to lead a team to meet the goals and objectives of the Behavioral Health Department and SWO Health Plan.
7. Understanding of the third party billing opportunities for treatment services with billing systems and assessment tools such as RPMS and Accucare.
8. Project/Grant Management expertise, including planning, organizing, staffing, reporting, compliance.
9. Proficient Computer Skills.

Job Requirements:

1. Valid State driver's license, valid Tribal driver's license and appropriate liability insurance.
2. Cultural Competency/emersion
3. Confidentiality as specified in 42 CFR Part 2, the federal confidentiality regulations
4. Employee will be considered a mandatory reporter under the Sisseton-Wahpeton Oyate Chapter 38 Code of Laws.
5. Employee must pass a background check as required by Public Law 101-630, 25 U.S.C., Chapter 34, Section 3201
6. Must live and promote an alcohol and drug free lifestyle.

Created 11/23/2021

Approved



Date

