

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2014-76**

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION: PSYCHOLOGIST
OPENING DATE: September 10, 2014
CLOSING DATE: September 24, 2014
DEPARTMENT: CH&W/Behavioral Health
SALARY RANGE: E-19; \$67,692 - \$101,537

Position Summary:

Under general direction of the Behavioral Health Manager, is a crucial member of a treatment team who provides psychological counseling to individuals with a variety of mental health, alcohol/substance abuse, and related situations. Provides skills training and client education on an individual basis and in group settings. Identifies and treats mental disorders.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Administers, evaluates and interprets psychological testing.
- Writes psychological testing report; presents to behavioral health team
- Performs clinical supervision duties for program
- Manages, monitors and provides guidance to other staff members with designing treatment plans.
- Coordinates clinical decisions in response to programmatic needs.
- Recognizes, treats and manages clients with mental health, chronic emotional and/or substance abuse problems
- Conducts client intakes, focusing on diagnostic and functional evaluations; makes recommendations regarding treatment plans.
- Develops treatment plans and arranges client appointments; refers clients to other agencies as needed.
- Conducts a comprehensive psychological assessment of clients identifying the need for the development of a treatment plan.
- Establishes agreed upon treatment goals; creates an action plan to achieve goals.
- Provides individual counseling to assist the client in the goal of achieving and maintaining a life of healthy balance.
- Manages treatment plans for clients to include multiple service plans incorporating referrals and follow-up with other agencies.
- Uses established psychological health techniques to assist clients in meeting treatment goals.
- Provides crisis intervention by responding to client's needs during acute emotional and/or physical stress.
- Maintains positive relations with community members by educating on healthy lifestyles and available services.
- Maintains case files in accordance with standard operating procedures, including but not limited to, paper files and electronic files.
- Documents timely and accurately the results of the assessment and treatment plans,
- Provides data for the maintenance of client database
- Assists individuals and family members by referring them to other agencies.
- Attends and participates case staffing to engage consultation with other clinicians regarding client cases.
- Transports clients to and from service agencies or outside activities as needed.
- Maintains professional and technical knowledge by attending relevant training
- Contributes to a team effort and makes individual effort to support Pueblo of Laguna Workforce Excellence.
- Performs other duties as required.

Minimum Qualifications:

PhD in psychology from an accredited college or university and at least five years' experience in psychological test administration. Experience in a tribal community is preferred. Must be a licensed clinical psychologist and maintain licensure throughout employment. Fluency in the Laguna language is preferred.

Background Investigation Requirements:

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace,	X

Job Announcement No. 2014-76 Psychologist

Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X

Knowledge, Abilities, and Skills:

- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements, including the Laguna Children's Code, Family Protection Code, and Laguna Criminal Code.
- Knowledge of the Pueblo's judicial system.
- Knowledge of the effects and consequences of alcohol/substance abuse and mental health problems.
- Knowledge of care management and crisis intervention.
- Knowledge of evidence based behavioral assessments and interventions relevant to medical conditions.
- Knowledge of Alcoholics Anonymous' 12 step program.
- Knowledge of records management procedures.
- Ability to communicate effectively in the English language both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds; demonstrate leadership and team-building skills
- Ability to work as a team member in a structured working environment.
- Ability to maintain confidentiality.
- Ability to demonstrate moral character
- Ability to work extended hours and various work schedules including a 24-hour on-call basis as required.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to make solid decisions and exercise independent judgment.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to prepare accurate reports and present detailed oral presentations.
- Ability to integrate training sufficient to identify potentially dangerous situations; exercise appropriate measure of tact to resolve the situation with minimum injury to self or other persons or minimum damage to property involved.
- Ability to accept the dangers and stresses of working with individuals with behavioral, mental health, substance/alcohol, problems
- Ability to develop and present group educational programs or workshops.
- Skill in making effective decisions in emergency situations.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in conducting interviews, and individual and group therapy sessions with empathy and enthusiasm.
- Skill in operating business computers and office machines

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POEmployment@lagunapueblo-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Karen Chino, at (505) 552-5778 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES