

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2019-10**

**OPEN TO IN-HOUSE and EXTERNAL APPLICANTS**

<b>POSITION:</b>	<b>Behavioral Health Services Program Manager</b>
<b>OPENING DATE:</b>	<b>March 6, 2019</b>
<b>CLOSING DATE:</b>	<b>March 26, 2019</b>
<b>DEPARTMENT:</b>	<b>Community Health &amp; Wellness</b>
<b>SALARY RANGE:</b>	<b>E-16; \$51,763 - \$77,645</b>

**Position Summary:**

Under general direction of the Community Health & Wellness Director, the Behavioral Health Services Program Manager directs, plans, organizes, and supervises functions, activities, and services of Programs under the behavioral health scope. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

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

**Essential Duties & Responsibilities:**

- Develops a strategic plan/framework for comprehensive behavioral health services including social services, mental health, substance abuse, domestic violence, and chronic disease prevention.
- Establishes, implements, and communicates goals, objectives, policies, and standard operating procedures in accordance with strategic plan/framework.
- Ensures compliance with all applicable tribal, federal, state policies for service provision.
- Evaluates programs to determine effectiveness in meeting identified community needs and programmatic scopes of work.
- Coordinates, collaborates and develops joint plans with other programs to create holistic service delivery models for care management. Develops, monitors, and updates program policies and procedures.
- Monitors and evaluates overall client treatment plans effectiveness.
- Enforces and establishes safety and security protocols for on call personnel.
- Establishes and enforces ethics guidelines in line with industry standards for direct client care.
- Ensures confidential maintenance of case files and other client information according to HIPPA regulations and other relevant patient privacy protection laws.
- Manages grants and contracts; develops required narratives, data reports and financial reports.
- Facilitates and coordinates in-service training, special classes, workshops for specific audiences and for the overall Community.
- Develops and maintains affiliation service agreements with facilities and programs to ensure patient access to resources.
- Assists in preparing the annual budget and proposal, including operational plans and objectives; recommends staffing and expenditures.
- Researches additional funding opportunities and available grant monies for continuation and expansion of program services. Assists in the development of proposals.
- Manages third party billing requirements for eligible direct services.
- Manages staff relations by celebrating, coaching, counseling, and disciplining employees. Encourages feedback from staff for continual management improvement.
- Evaluates staff performance in a timely manner. Promotes self-responsibility and accountability.
- Reviews, recommends changes, or approves performance evaluations, disciplinary actions, staff changes, or reassignments.
- Conducts clinical peer reviews annually.
- Conducts regular and clinical staff meetings to ensure effective communication regarding program-related activities and work environment. Ensures staff is trained on systems, policies, and procedures.
- Maintains professional and technical knowledge by conducting research; attending relevant training and workshops; and establishing networks with like organizations.
- Authorizes work schedules to ensure daily services and support by staff and responsiveness to crisis calls.
- Contributes to a team effort toward accomplishing tasks and achieving results.
- Performs other duties as required.

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### **Minimum Qualifications:**

Bachelor's degree in psychology, behavioral health, social work, or related field required. Eight years of managerial experience in a human services field, including five years in a clinical/programmatic supervision position required. Master's degree preferred. LADAC or CADAC certification preferred. Fluency in the Laguna language preferred.

### **Background Investigation Requirements:**

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Behavioral Health Services Program Manager is designated as a High-Risk Public Trust (HRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

### **Knowledge, Abilities, Skills, and Certifications:**

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of and ability to interpret applicable laws, regulations, and requirements.
- Knowledge of behavioral health trends and updated modes of services delivery.
- Knowledge of family, group, and individual counseling techniques.
- Knowledge of the Pueblo's judicial system.
- Knowledge of motivational interviewing techniques; of case management procedures; and of crisis intervention processes and protocols.
- Knowledge of records management procedures; of HIPPA regulations and other patient privacy protection laws.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to demonstrate moral character and to maintain confidentiality.
- Ability to work extended hours, various work schedules, and be subject to call back.
- Ability to establish and maintain professional relationships with co-workers at all levels; to demonstrate leadership and team-building skills.
- Ability to be persuasive and tactful in controversial situations.
- Ability to create and present effective speeches and presentations.
- Ability to identify and secure alternative funding or revenue sources.
- Ability to make solid decisions, define problems collect data, establish facts, draw valid conclusions, and exercise independent judgment.
- Skill in computer use, including Word, Excel, Outlook, and software specific to program.
- 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.
- Skill in preparation of project time lines and staffing plans.
- Skill and ability in contract compliance procedures and processes; in preparing required narrative and statistical reports.

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- Skill in budget preparation and administration; in analyzing operational and financial reports.
- Skill and ability in program evaluation processes and procedures.  
Skill in providing leadership to, supervising, training, and evaluating assigned staff.

### **Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://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 [polemployment@pol-nsn.gov](mailto:polemployment@pol-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 Road; Laguna, NM
  4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**