



JOB DESCRIPTION

*****SENSITIVE*****

Job Title: Adult Services Technician
Dept./Division: Behavioral Health/Centered Spirit Program
Unit: Vahcom House
Job Family/Class: Behavioral Health Technician Series
Supervised By: Adult Services Manager
Employee Type: Salary
Pay Grade: E

NATURE OF WORK:

Under the supervision of the Program Manager, conducts assessments, including making diagnosis and treatment recommendations; after hour/weekend crisis interventions; urgent care appointments; and individual, family, and group therapy.

ESSENTIAL FUNCTIONS:

- Provides psychotherapeutic services for adult clients and their families using a wraparound service model.
- Screens and enrolls clients in the behavioral health system and TRBHA.
- Collects and reports on client data as required by the Program Manager.
- Coordinates clients AHCCCS eligibility and assists clients in enrolling in AHCCCS when eligible.
- Conducts clinical assessments and makes diagnostic and treatment recommendations.
- Provides on-call after hours and weekend crisis interventions on a rotation basis.
- Provides urgent-care same day appointments for the clinic on a rotation basis.
- Provides case management, individual, family and group therapy in multiple settings as appropriate (office, in home services, and school-based services).
- Coordinates care utilizing a Adult Treatment Team approach that includes other service providers and individuals identified as informal supports by the family.
- Coordinates services with other programs, including the domestic violence program, Child/Family Services, the court system, CPS, Social Services and other tribal programs.
- Record all clinical contacts and completes all appropriate Arizona State Enrollment forms, treatment/service plans, comprehensive assessments, updates and closures.
- Enters and maintains clinical information and clinical notes into an electronic charting system in accordance with the Centered Spirit Employee Handbook.
- Collects and reports on client data as required by the Program Manager.
- Provides information to clients regarding client rights and ensures client rights are protected.
- Participates on the Treatment Team Review Meetings (TTR) and as a member of the Interdisciplinary Treatment Team and TMDR.
- Participates in Community events and Prevention activities as required by Program Manager.
- Performs other duties of a similar nature or level as requested by supervisor or director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Interviewing and psychological assessment techniques;

- Psycho-educational and psychotherapeutic principles, practices and techniques in the treatment of child and family behavioral health issues;
- Best practices in the assessment and treatment of behavioral health problems;
- Law and ethics as related to behavioral health practice;
- Management of behavioral health crisis', including risk assessment, crisis intervention techniques, crisis resources, and hospitalization protocols;
- HIPAA requirements of behavioral health;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Interviewing and psychological assessment techniques;
- Psycho-educational and psychotherapeutic principles, practices and techniques in the treatment of adult and family behavioral health issues, including substance abuse recovery methods;
- Best practices in the assessment and treatment of behavioral health problems;
- Law and ethics as related to behavioral health practice;
- Management of behavioral health crisis', including risk assessment, crisis intervention techniques, crisis resources, and hospitalization protocols;
- HIPAA requirements of behavioral health;
- Yaqui culture, customs, resources and traditions or willingness to learn;
- Operating a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

TRAINING AND EXPERIENCE:

Associate's Degree in any Behavioral Health related field, four (4) years of professional counseling experience in a behavioral health setting; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

And

- Must be Arizona State eligible as a Behavioral Health Professional or qualify as a Behavioral Health Technician.
- Bilingual in English/Spanish preferred, but not required.

LICENSING REQUIREMENTS:

- Must possess and maintain a valid Arizona Driver's license.

BACKGROUND CHECK:

- Must have a current Level 1 Arizona Clearance Card. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. **Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.**

PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions, reaching, standing and walking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

Review and Approved by:

Department Head and/or Designee

Date

H.R. Manager/Classification & Compensation

Date

Human Resources Director

Date