

## **MENTAL HEALTH/NARC ALCOHOL AND DRUG ABUSE DIRECTOR JOB SUMMARY - TRENTON COMMUNITY CLINIC**

### **Purpose**

The abuse of alcohol and drugs and mental illness constitutes a major threat to the well-being of our nation, and specifically, to the Trenton Indian Service Area. The **Mental Health/Native American Resource Center (NARC) Alcohol and Drug Abuse Director** assumes responsibilities in the facilitation of the mental health and alcohol and drug abuse programs with focus dedicated towards program administration, evaluation, screening and therapy services, training, community rehabilitation and aftercare, community education and prevention, purchased and referred care and wellness beyond abstinence.

The Trenton Community Clinic consists of a primary care clinic located in Trenton, North Dakota. The Clinic is executed by and between the Trenton Indian Service Area and the Secretary of the Department of Health and Human Services, acting through the Indian Health Service (IHS) pursuant to Title I of the Indian Self Determination Act (Pub.L. 93-638).

### **Responsibilities**

- Promotes an organizational culture that embraces the values of respect, caring, support, effective communication, teamwork, collaboration, accountability, and responsibility; and works with all staff to create and maintain a workplace environment reflective of such values
- Responsible for a high-level of decision making authority which includes accessing clients and determining appropriate methods to incorporate into treatment plans; determination of the need for and type of counseling sessions, selecting therapeutic tasks, setting procedures and rules for group meetings, referring clients for guidance and dealing with problems; and additional decision making authority surrounding approval of special projects, unusual policies and procedures, program staff needs, purchasing of equipment and in-service training opportunities
- Provide diagnostic services for individuals, who are either self-referred or referred by other service agencies to determine appropriate mental health/alcoholism/substance abuse treatment services
- Provide individual mental health/alcoholism/substance abuse counseling. A complete treatment plan which includes short term and long-term goals shall be established with each individual and the plans shall be a part of the client's case file
- Provide family counseling and established treatment plans shall be in place for each family serviced
- Provide community education/prevention activities which will include presentations and workshops related to mental health/alcoholism/substance abuse. Target group files will be established to document education/prevention activities
- Provide services for adolescents and their families such as individual, group, family, and aftercare counseling and services
- Compiles and produces progress notes, summary reports and other forms to document client information according to requirements and standards set by IHS and other social service, legal or state agencies
- Practices in accordance with professional standards established by the state Medicaid regulations and North Dakota laws
- Develops costs for services to fulfill requirements for third-party billing. Actively seeks additional revenue and funding sources for program services
- Serves as a liaison between the programs and community recovery organizations and provides community resources for clients in recovery with the programs
- Participates in quarterly quality chart reviews to ensure accurate and proper services are provided and documented

- Maintains, updates, and modifies program policy guide and reviews procedures at least annually. Informs management of policy and procedure issues that need to be updated, changed, or corrected
- Training expectations and responsibilities will include:
  - Attending International School of Alcohol Studies each year for one week
  - Attending workshops for new information and new way of presentation
  - Attending training that is approved for continuing education for maintenance of licensure of staff and facility
- Community rehabilitation and aftercare responsibilities will include:
  - Prioritizing funding to provide transportation and expenses for individuals to and from residential treatment programs or aftercare components of treatment, including for visitation and specific treatment related business
  - Since the family of an addicted person is also in need of treatment, community rehabilitation and aftercare involves counseling/education to the family as a whole and/or individual members
- Community education and prevention responsibilities will include:
  - Prioritizing funding to provide education and information on alcohol/substance abuse for tribal leaders and community members
  - Facilitating activities for community groups that provide alcohol/substance abuse education and alternatives to the use of alcohol and/or substances. Activities may consist of supporting recreational events, formation of appropriate clubs and their activities, etc.
  - Arrange meetings with school officials to educate and discuss alcohol and drug abuse prevention programs
  - Schedule school and community presentations focusing on alcohol and drug use, misuse, and addiction, etc.
- Purchased and referred care responsibilities will include:
  - Services dedicated to adolescents and families such as direct program out-patient counseling, family counseling, and aftercare counseling
- Wellness beyond abstinence responsibilities will include:
  - Organizing, participating, and facilitating community activities which will enhance the physical, mental, emotional, and spiritual wellbeing of the people in the service areas communities.
  - Support and involvement will be provided to community events and celebrations
  - Activity arrangements such as run/walk events such as “Drug Free Communities” and “Red Ribbon Week” activities
- Collaboratively provide counseling and support, diagnosis, and treatment for individuals, couples, and their families with area professionals and agencies as needed. Referrals will be made for psychiatric needs to appropriate professionals and/or agencies.
- Responsible for direct patient care, and as documented above, provide information, resources and referrals when needed which may include crisis intervention, therapy, referrals, educational presentations, etc.
- Responsible for supportive services of the program which are characterized as appointment scheduling, transcription of medical tapes, providing medical reports and program reports, secretary duties, transportation of clients and out-reach services.
- Standard reporting requirements will include:
  - Maintaining appropriate files and reports according to standards
  - Complete specialized reports at the request of the Clinic Director or other members of administration

- Establishes and completes computer patient data base system within one (1) day after patient contact. Tracks patient progress and provides reports upon request
- Completes needed documentation for quarterly quality reviews
- Completes annual patient data report for IHS mental health grant application
- Responsible for reporting requirements that may include monthly reports submitted to the Clinic Director, Chairman and Board of Directors regarding progress towards program goals, program usage data and statistics, etc.
- Maintain open communication with treatment centers, legal authorities, social services agencies, and self-help groups
- Demonstrates the utmost diplomacy and tact while providing excellent customer service throughout all responsibilities associated with the mental health and alcohol and drug abuse program
- Assists with maintaining inventory of office supplies and forms
- Practices safe work habits in compliance with safety rules and regulations
- Utilizes clinic resources appropriately and adheres to all guidelines, policies, and procedures
- Adheres too, and upholds HIPAA regulations, requirements, and trainings
- Maintaining program areas and offices, in a manner that is organized and neat
- Participates in scheduled department meetings and clinical meetings as required and requested
- Additional responsibilities may be assigned as appropriate, this summary is not considered to encompass all responsibilities

### **Physical Demands**

- Regularly required to stand, talk, and hear
- Frequently required to walk; use hands to finger, handle, or feel; and reach forward with hands and arms.
- Fine motor skills
- Visual acuity
- Involves direct and frequent contact with clients

### **Qualifications**

- Possess and maintain counselor and addiction licensure by the state of North Dakota
  - North Dakota Board of Counselor Examiners Licensed Professional Counselor (LPC) required
  - North Dakota Board of Addiction Counseling Examiners Licensed Addition Counselor (LAC) required
- Valid driver's license with acceptable motor vehicle record
- Ability to maintain a flexible work schedule which may include evenings and weekends
- Previous RPMS experience preferred
- Ability to apply basic theories and techniques used in counseling and treatment programs
- Ability to apply individual, group and family therapy techniques
- Ability to demonstrate excellent observation, problem solving, verbal and written communication skills
- Adhere to high ethical standards of confidentiality and enforce HIPAA requirements and regulations
- Ability to proficiently utilize computer systems, software's, phone systems and other standard office equipment
- Read, process, and prepare reports, records and recommendations
- Must be detailed oriented and demonstrate strong organizational and interpersonal skills
- Must communicate information clearly and concisely for proper patient referral, follow-up care or to relay patient needs and behaviors to a treatment team

- Demonstrate awareness, sensitivity, and appreciation of Native American culture, traditions, customs and needs
- Ability to successfully pass all pre-employment requirements including a drug/alcohol test and background investigation

### **Application Details**

If you are interested in being considered for employment with the Trenton Indian Service Area, please visit the Trenton Indian Service Area Website. Applications can be printed from the website or picked up from the Trenton Indian Service Area.

Applications can be delivered to the Trenton Indian Service Area Receptionist or emailed to Lacey Hippe, HR Director at [lacey.hippe@mytisa.org](mailto:lacey.hippe@mytisa.org).