

## POSITION DESCRIPTION

- Title:** Behavioral Health Director
- Reports To:** Executive Director of Health and Human Services
- Supervises:** Social Worker(s), Social Services Administrative Assistant, Indian Child Welfare (ICW) Case Worker, Mental Health Clinicians (LCSW/Yreka & LCSW/Happy Camp), Substance Abuse Program Director
- Location:** Yreka, Happy Camp, or Orleans
- Salary:** \$50,000 to \$65,000 depending on experience
- Classification:** Full Time, Regular, Exempt

**Summary:** The Behavioral Health Program includes the ICW Social Services Program, the Mental Health Clinicians and the Substance Abuse Program.

The ICW Social Services Program provides counseling and assistance to Tribal members in order to promote stability and a safe environment for Tribal children and their natural families. This program also provides assistance in identifying, certifying, and supporting Tribal Foster Homes in accordance with guidelines established by the Indian Child Welfare Act. Case management, counseling, and assistance to court dependents are also provided.

The Mental Health Program provides outpatient psychotherapy services to children and families on an individual, family, and couples basis.

The Substance Abuse department also offers outpatient substance abuse counseling and group therapy, relapse prevention, drug/alcohol education, domestic batterer's group counseling, anger abatement, and prevention work.

The Behavior Health Director will oversee the ICW Social Services, Mental Health and Substance Abuse (Drug and Alcohol) Departments and manage the department budgets. He/she will also maintain a reasonable assigned Child and Family Services ICWA caseload, will take incoming reports of alleged child and/or adult abuse/neglect; elicit information in the capacity of a mandated reporter; develop and implement service plans; provide case management services; and manage a reasonable, active caseload of Tribal children in out of home placements and/or in Tribal Foster Family Agency (FFA) to ensure appropriate placements and the health and safety of Tribal children.

The Behavioral Health Director will coordinate and work closely with County agencies such as Child Protective Services, Mental Health, Behavioral Health, Domestic Violence, and Law Enforcement, to provide information concerning available services; and, will reassess the County and/or Tribal Service Plan to ensure both the family members, the County and/or Tribal Agency Worker are making progress towards achieving the goals of the plan on time.

**Responsibilities:**

1. Shall be responsible for the integration of all programs within Behavioral Health as well as a within the Health and Human Services division; shall conduct performance appraisals, conduct regular staff meetings and foster a trusting and professional environment.

2. Shall provide supervision to the Social Worker(s), ICW Case Worker, Social Services Administrative Assistant, Substance Abuse Program Director (and staff), and Mental Health Clinicians (LCSW's) for Yreka & Happy Camp.
3. Shall oversee the Social Services ICW/BIA Budget which will include annual preparation and management with input and guidance from the Executive Director and Chief Finance Officer.
4. Shall be responsible for the day to day implementation, administration and oversight of the Title IV-E intergovernmental agreement between the California Department of Social Services and the Karuk Tribe of California. These are funds to assist with providing foster care and adoption assistance for eligible children, parents, guardians, custodians or other parties who come before Tribal Court.
5. Shall determine client's social service needs and develop and carry out comprehensive social service plans per standards and policies; develops and periodically reviews department policies, procedures and practices.
6. Shall refer clients to other staff members, as necessary; diagnose special client problems, develop and follow through on special client treatment plans.
7. Shall be assigned to manage a reasonable active caseload of foster children in Karuk Foster Family Agency; shall assist clients with the utilization of community resources; shall interpret rules and regulations and policies for the clients pertaining to Health and Human Services; shall make necessary home visits to carry out casework assignments; and shall develop and maintain case records and documentation.
8. Shall supervise and sign-off on case plans as needed; will be contact person for referrals from the Karuk Tribal Housing Authority (KTHA).
9. Shall oversee and organize the multi-departmental committee known as *Yav pa anav* (Wellness Forum) and annually conduct a strategic planning session for implementation of new goals and objectives.
10. Shall provide Executive Director and Health Board with necessary reports as needed.
11. Shall provide community outreach and classes such as but not limited to parenting.
12. Shall attend in-services and other training courses designated to further understanding of Tribal Social Work process.
13. Shall write reports (social services, home studies, reunification, family maintenance, status review, and recommendations) to Tribal and State Courts.
14. Shall attend and appear in Tribal and State Court Hearings on behalf of the Karuk Tribe when applicable.
15. Shall report case assignments and updates to the ICWA Committee.
16. Shall draft Tribal Resolutions for ICWA cases.
17. Shall participate in the review of grant applications to determine suitability and financial sustainability.
18. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
19. Other job related duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.

2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.
5. Have three years social work or social services experience in public, Tribal, or private services agency preferred.
6. Have experience with Child Welfare and/or Foster Care preferred.
7. Have documented experience working with Native American families preferred.

**Requirements:**

1. Master's Degree preferred in Social Work or Social Services/ICW or related field and a minimum of two years child welfare casework experience; **-OR-** Bachelor's Degree in Social Work/Social Services or related field (Administration of Justice, Psychology, and Sociology) **-OR-** equivalent experience and three years child welfare casework experience. *Must have or have the ability to obtain ICW Caseworker certification through National Indian Child Welfare Association (NICWA) within 12 months of hire.*
2. Must demonstrate the ability to respond calmly and appropriately in emotional situations. Must demonstrate skills in mediation and negotiation. Must have ability to listen and communicate in a positive manner.
3. Must not have a history of domestic or family violence.
4. Must be proficient in word processing and computer usage experience.
5. Must have the ability to communicate effectively in both oral and written form.
6. Must have demonstrated ability to work with the local Indian community as well as legal and social service agencies.
7. Must adhere to confidentiality policy.
8. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
9. Must successfully pass a pre-employment drug and alcohol screening test.
10. Must adhere to an investigation of character as required by the Indian Child Protection and Family Violence Prevention Act, 25 USC § 3207. Applicant must not have been found guilty of or plead no contest to any felonious offense, or 2 or more misdemeanor offenses involving crimes of violence, sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Council Approved:**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_