

ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:

Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:

Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

APPLY ONLINE AT:

<http://oneida-nsn.gov>

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Dual Diagnosis Therapist
POSITION NUMBER: 02186
DEPARTMENT: Behavioral Health
LOCATION: 2640 West Point Road, Green Bay WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: Behavioral Health Manager
SALARY: E05 \$43,772/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: June 13, 2014
CLOSING DATE: Until Filled
Transfer Deadline: June 20, 2014
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

This position will provide counseling services including initial assessments, treatment plans, and on-going psychotherapy for individuals, groups, couples and families. The therapist will work with all age groups and with a multitude of different problems ranging from chronically mentally ill to the client experiencing situational distress and with clients who have co-occurring disorders. Incumbent will be expected to work extended hours and irregular shifts. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Intervene in crisis situations, making immediate assessments and referrals in emergency situations.
2. Participate and assist in planning, developing, organizing, facilitating, and providing psychotherapy services/programs in prevention, intervention, treatment, and aftercare.
3. Provide quality psychotherapy services to youth, young adults, adults, elders, families and groups as appropriate.
4. Maintain case records containing pertinent, accurate and current information in compliance with the Privacy Act, HIPAA, and established department rules, regulations and policies.
5. Prepare reports, correspondence, narratives, statistical and other documents as required by program guidelines and funding sources.
6. Coordinate services with Tribal Social Services Programs, and county, state, private and federal agencies that will best serve the individual, client, family and community.
7. Participate in treatment plans, staffing and departmental meetings.
8. Act as patient's advocate and liaison to other departments and community agencies.
9. Complete prior authorization forms needed for third party billing.
10. Participate in multi-disciplinary case reviews and co-counseling.
11. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
12. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.

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DUTIES AND RESPONSIBILITIES: (Cont.)

13. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit and walk; use hands to finger, handle and feel; reach with hands and arms; and talk and hear.
2. Occasionally stand, stoop, kneel, crouch, or crawl; lift and/or move up to twenty-five (25) pounds.
3. Work environment is generally performed in an office setting with moderate exposure to physical risk or injuries due to potential for combative behavior by patients and exposure to second-hand smoke. Work environment is NOT smoke free.
4. Evening and/or weekend work; extended hours and irregular shifts may be required.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of department organization, functions, objectives, policies and procedures.
3. Knowledge of the theory, principles and practices of clinical, developmental and counseling psychology.
4. Knowledge of the theory, principles, practices and treatment of alcohol and drug abuse.
5. Knowledge of patient outreach services and activities, funding agencies, and community health care and vocational services.
6. Knowledge and understanding of the Oneida Nation culture, tradition and values.
7. Skill in working with children, adolescents and families.
8. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
9. Ability to plan, implement, and evaluate individual patient care programs.
10. Ability to lead and train staff and/or students.
11. Ability to work independently and meet strict time lines.
12. Ability to communicate efficiently and effectively both verbally and in writing.
13. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
14. Ability to become certified in Reporting child Abuse and Neglect and Health Insurance Portability and Accountability Act.
15. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
16. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. **(Training will be administered by the Human Resource Department).**
17. Must be willing and able to obtain additional education and training.
18. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
19. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.
20. A valid driver's license is required. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and tribal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain drivers' eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

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MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Masters Degree in Social Work, Psychology or Clinical Psychology plus three years of current work experience in mental health, social work or psychology.
2. Wisconsin State Certification as an APSW, LPC, LMFT, LCSW .
3. Clinical Substance Abuse Counselor or Substance Abuse Counselor license.
4. Must be billable and reimbursable for commercial insurances, and medical assistance.

ITEMS TO BE SUBMITTED:

Must provide a copy of diploma, license, degree or certification upon employment.