

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>

POSITION TITLE: Clinical Psychologist
POSITION NUMBER: 01956
DEPARTMENT: Behavioral Health Services
LOCATION: 2640 West Point Road Green Bay WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: Behavioral Health Manager
SALARY: E08 \$66,572/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: December 12, 2012
CLOSING DATE: Until Filled
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 direct patient care by administering, evaluating and interpreting psychological testing and sessions. Writes, monitors, and coordinates behavior management plans and provides brief psychotherapy treatment for individuals, couple and families. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Administer, evaluate and interpret required psychological testing.
2. Provide direct patient care including individual psychological evaluations to include a complete written report of findings from evaluation within a timely manner to assure safe and efficient quality care.
3. Provide consultative services and clinical supervision to the mental health therapists and consult with clinical substance abuse counselors in accordance with HFS 61 and HFS 75 of the Wisconsin Administrative Codes.
4. Provide a clinical session with client and therapist for the purpose of reporting and interpretation of testing.
5. Assist Behavioral Health manager and designated team in assuring the quality and continuity of Behavioral Health Service to include referrals and contract care areas.
6. Assist Behavioral Health manager in developing, updating protocols, policies and procedures as needed/requested.
7. Provide psychological evaluations; conduct and assess individual and group treatment and family interventions.
8. Provide psychological input at patient care case reviews.
9. Document all patient care activities and interactions; collaborate with community and state wide mental health agencies to ensure follow-up patient assistance.
10. Establish and maintains good rapport and effective working relationships with patients, visitors, physicians and Hospitals employees.
11. Follow patient safety-related policies, procedures and protocols.
12. Identify report and correct environmental conditions and/or situations that may put a patient at undue risk.
13. Consult with Outpatient and Emergency Room on behavioral health issues.
14. Write psychological reports to be included as part of an Individual Plan of Service (IPS).

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DUTIES AND RESPONSIBILITIES: (Cont.)

15. Collect and analyze behavioral data for patients; documents progress and data in Medical Record utilizing objective, measurable methods.
16. Consult with clinical team, participates in clinical team meetings for Treatment Plan formulation and annual reviews.
17. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
18. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
19. 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 walk, sit; use hands to finger, handle, feel; reach with hands and arms;
2. Occasionally stand, stoop, kneel, crouch, or crawl; lift and/or move up to twenty-five (25) pounds.
3. Work 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.
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. Knowledge of the application of principles to the diagnosis and treatment of clients.
8. Skill in working with children, adolescents and families.
9. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
10. Ability to comply with the Care giver law throughout employment.
11. Ability to pass the credentialing requirements for tribal and insurances prior to and throughout employment.
12. Ability to plan, implement, and evaluate individual patient care programs.
13. Ability to lead and train staff and/or students.
14. Ability to work independently and meet strict time lines.
15. Ability to communicate efficiently and effectively both verbally and in writing.
16. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
17. Ability and willingness to obtain Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
18. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
19. **Must complete Health Insurance Portability and Accountability Act (HIPAA) training prior to employment. (Training will be administered by the Human Resource Department.)**
20. Must be willing and able to obtain additional education and training.
21. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
22. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Tribe 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.

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STANDARD QUALIFICATIONS: (Cont.)

23. A valid driver's license, reliable transportation, and insurance. 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 driver's 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. Doctoral Degree or Ph.D. in Psychology plus three years work experience in the mental health field.
2. Must be licensed as a Psychologist by the Wisconsin Department of Regulations and Licensing.
3. Must be billable and reimbursable for commercial insurances, and medical assistance.

ITEMS TO BE SUBMITTED:

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