

APPLY IN PERSON AT:

Human Resources Department
909 Packerland Drive
Green Bay, WI 54303



A good mind. A good heart. A strong fire.

OR MAIL TO:

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

Phone: (920) 496-7900

Fax: (920) 496-7490

APPLY ONLINE AT:

<http://oneida-nsn.gov>

POSITION TITLE: Intake Supervisor
POSITION NUMBER: 02767
DEPARTMENT: Behavioral Health
LOCATION: 2640 West Point Rd Green Bay WI 54304
DIVISION: Comprehensive Health
RESPONSIBLE TO: Behavioral Health Director
SALARY: E06 \$52,855 Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: March 28, 2018
CLOSING DATE: Until Filled
Transfer Date: April 4, 2018
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation 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

Manage telephone inquiries concerning behavior health services; provide clinical screening of potential adult patients. And initiate discharge planning. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Supervise Triage Counselors, Social Workers and Psychiatric RN which includes hiring, firing, evaluating, training, work allocation, problem resolution and coordinating back-up help for staff as needed.
2. Obtain basic information about patients from client or third party reference. Determine eligibility for service based on screening criteria.
3. Follow the Clinical Withdrawal Assessment for Alcohol procedures for intake assessments.
4. Provide follow-up of 24 hour delivery of Intakes. Directly observe intakes, review records and reports and ensure effective and timely delivery of care.
5. Document clinical impressions and recommendations which facilitates formal assignment of client to Therapist, Clinical Substance Abuse Counselor or Psychiatric provider for patients
6. Determine acuity of patient/client needs; provide and or arrange for therapeutic interventions as appropriate for patients or clients in a crisis condition
7. Maintain records which consider the individual strengths, needs and preferences of patients served.
8. Collaborate with the Oneida Community Health Center Nursing Department to facilitate efficient transitions of patients/clients.
9. Report potential or actual patient safety concerns, medical errors and or near misses in a timely manner
10. Participate in on-going interdepartmental assessment; implement new ideas and concepts to improve systems and processes.
11. Audit intake records to monitor compliance and standards of care.
12. Develop and implement policies and procedures to meet Federal, State and local compliance regulations to include compliance for Medicare, Medicaid and third party payer contract requirements.
13. Ensure information is communicated effectively internally, as well as externally to patients, families and referral sources.
14. Track referrals to and from outside agencies.

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DUTIES AND RESPONSIBILITIES (Cont.)

15. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences, reviewing professional publications, establishing networks and participating in professional societies.
16. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
17. 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. Work is generally performed in an office setting with moderate exposure to physical risk or injuries due to potential for combative behavior by patients.
2. Work environment is not smoke free.
3. Reach with hands and arms; talk and hear.
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 Indian Health Services, AAHC Accreditation Association of Ambulatory Health Care, DHS35 and DHS75 licensing requirements and other health care regulatory agencies.
2. Knowledge of applicable federal, state, county and local laws, regulations and requirements.
3. Knowledge of theory principles and practices of clinical, developmental, counseling and psychology.
4. Knowledge of available Mental Health treatment services and other resources and the way in which these resources may be made available to clients.
5. Knowledge of patient outreach services and activities, funding agencies and community health care and vocational services.
6. Knowledge and familiarity of HIPAA, mandatory reporting to include child abuse, endangerment of self or other, and elder abuse.
7. Knowledge of procedures for procuring involuntary hospitalization, WI Statue Chapter 51, mental health commitment (EM-1) to include processes for emergency or precautionary admission for drug and/or alcohol detoxification.
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 establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
11. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
12. Must be willing and able to obtain additional education and training.
13. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
14. Employees are required to have proof of immunity or dates of 2 doses of MMR and proof of immunity or dates of 2 doses of Varicella prior to starting in any position within the Oneida Comprehensive Health Division. Any refusal of vaccination(s) or failure to provide proof of immunity may disqualify the applicant.
15. Oneida Certification on reporting Child Abuse and Neglect within ninety (90) days.
16. CPR certificate required.
17. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. (Training will be administered by the Human Resource Department)
18. Must pass a background security check with the Oneida Nation 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 Nation's Gaming Division.
19. A valid, non-probationary driver's license or occupational driver's license is required. Must obtain a Wisconsin non-probationary driver's license or occupational 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 Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

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PREFERRED QUALIFICATIONS:

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

1. Clinical Substance Abuse Counselor or Substance Abuse Counselor License.
2. Prior experience with Medicare, Medicaid, insurance verifications and insurance verification.

MINIMUM QUALIFICATIONS:

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

1. Master's Degree in Social Work, Psychology or Clinical Psychology; three (3) years of current work experience in mental Health, social work and psychology.
2. Wisconsin State Certification as an LPC, LMFT, LCSW.
3. One (1) year Psychiatric triage/ psycho-social assessment and interventions.
4. One (1) year of supervisory experience.
5. Experience in Intake Assessment, Crisis Chapter 51 Mental Health and Substance Abuse Services.
6. Must complete a pre-employment test prior to interview.
7. Must complete a case study prior to interview.

ITEMS TO BE SUBMITTED:

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