

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: Clinical Informatics -Therapist
POSITION NUMBER: 02549
DEPARTMENT: Behavioral Health
LOCATION: 2640 West Point Rd
DIVISION: Comprehensive Health
RESPONSIBLE TO: Behavioral Health Director
SALARY: E7 \$60,783 Annual (NEGOTIABLE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: December 12, 2019
CLOSING DATE: Until Filled
Transfer Deadline: December 19, 2019
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

Under general supervision of the Behavioral Health Manager. This position will be responsible for the accuracy, validity, analysis and production of clinical quality measures for all clinical care areas as related to Healthcare Patient Management System and EMR Modules. Will conduct investigations and submit recommendations for resolution of any trends identified with in these systems. Ensures adherence to department policies and to clinical standards, and practices. Maintains confidentiality of all privileged information. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Analyze, configure, train, test and trouble shoot Patient Management System & Electronic Medical Record application within the Comprehensive Health Division-Behavioral Health.
2. Assist with identification of issues, research possible options for resolving issues recommend solutions and communicate outcomes pertaining to the Comprehensive Health Division-Behavioral Health.
3. Assist with the update/upgrade of related software/hardware as needed.
4. Assist with the evaluation of business requirements, gather data and understand the system requirements to maintain the functionality related to the Patient Management System & Electronic Medical Record.
5. Foster an environment that measures performance through data collection of the division. Data must be aggregated and analyzed for trends.
6. Develop training programs and techniques for the Divisional departments and individuals as needed.
7. Keep abreast of industry trends and new technologies; evaluates new software products to support the end-users and/or programmer activities.
8. Coordinate and assess current performance of the division in specified clinical areas as related to the efficient Patient Management System & Electronic Medical Record processes which will affect quality of care and enhance revenue.
9. Establish and make recommendations to management regarding the process improvement of the division to assure quality health care and improved customer (internal and external) satisfaction.
10. Coordinate the implementation, enhancement and support of clinical systems required to meet all accrediting agencies and reporting requirements.
11. Participate in the Electronic Medical Record Core Team Meetings.
12. Advises and consults with Psychiatrist, Therapist, and clinical personnel concerning the providing of regulatory and informational technology service, software implementation assistance and solutions.
13. Provide consultative services to the mental health therapists, dual diagnosis therapist, clinical substance abuse counselors in accordance with DHS 35 and DHS 75 of the Wisconsin Administrative Codes.

DUTIES AND RESPONSIBILITIES: (Cont.)

14. Modify or create Electronic Medical Record templates to effectively collect data required for documentation (Conduct testing, documentation, training, customer support, trouble shooting, and issue resolution related to the templates).
15. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
16. Measure monitor and report Provider's progress to achieving Meaningful Use requirements.
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.
18. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.
19. Contribute to a team effort and accomplish related results.
20. Prepares professional quality reports, presentations, memorandums and letters.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit; reach and pull with hands and arms; Occasionally stand; and stoop, kneel, crouch, lift and/or move up to twenty-five (25) pounds.
2. Work is generally performed in a medical office setting with exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment and exposure to blood borne pathogens. Exposure to latex products on a routine.
3. Evening and/or weekend work/extended hours and irregular shifts may be required.
4. 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 a broad range of current and emerging trends in technologies, techniques, issues, and approaches in area of expertise.
2. Knowledge of business processes design and clinical system projects.
3. Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, Lync and setting up Webinars.
4. Ability to analyze operational requirements and assess technology and capacity requirements.
5. Ability to trouble shoot and implement program changes and modify content to the Patient Management System & Electronic Medical Record.
6. Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
7. Knowledge of applicable federal, state, county and requirements.
8. Knowledge of AAAHC, HIPAA, Workers Compensation, OSHA, Federal, State and Local regulations.
9. Knowledge of clinical indicators and standards of care within a multi-specialty clinic.
10. Knowledge of current principles, methods and procedures for the delivery of Behavioral Health Service procedures and quality of care.
11. Knowledge of CPR and emergency Crisis Intervention procedures.
12. Knowledge of applicable federal, state, county and local laws, regulations.
13. Knowledge of the theory, principles and practices of clinical developmental and counseling psychology.
14. Ability to clearly communicate Behavioral Health information to professional practitioners and/or the general public.
15. Ability to communicate effectively in the English language, both verbally and in writing.
16. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with vendors and co-workers at all levels.
17. Ability to work both independently and in a team environment.
18. Ability to gather data and prepare reports and materials.
19. Strong customer service orientation.
20. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
21. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. **(Training will be administered by the Human Resource Department).**
22. Must be willing and able to obtain additional education and training.
23. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
24. 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 Gaming Division.

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STANDARD QUALIFICATIONS: (cont.)

25. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are 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 Personal 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.

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. Master's Degree in Social Work, Psychology or Clinical Psychology plus 3 (three) years of current work experience in mental health, social work or psychology.
2. Two (2) years of clinical informatics experience implementing and supporting Clinical Information systems.
3. Wisconsin's State License as an APSW, LPC, LMFT, LCSW.
4. Clinical Substance Abuse Counselor or Substance Abuse Counselor License.

ITEMS TO BE SUBMITTED:

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