APPLY IN PERSON AT:
Human Resources Department
909 Packerland Drive
Green Bay, WI 54303

APPLY ONLINE AT:
http://oneida-nsn.gov

ONEIDA
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

FIRST POSTING OPEN TO ONEIDA ENROLLED TRIBAL MEMBERS ONLY

POSITION TITLE: Psychotherapist
POSITION NUMBER: 00391
DEPARTMENT: Behavioral Health Services
LOCATION: 2640 West Point Road, Green Bay
DIVISION: Comprehensive Health
RESPONSIBLE TO: Behavioral Health Manager
SALARY: E05 $45,961/Annually (NEGOTIABLE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: February 21, 2020
CLOSING DATE: February 28, 2020
TRANSFER DATE: February 28, 2020
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

Provide initial assessments, treatment plans and ongoing psychotherapy for individuals, families and couples. Work with all age groups and with a multitude of different problems ranging from the chronically mentally ill, to the client experiencing situational distress and the clients with co-occurring disorders. Write, monitor, and coordinate behavior management plans and provides home visits to assess family situations and individual client needs. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Provide quality psychotherapy services to youth, young adults, adults, elders, families and groups as needed; intervene in crisis situations, making immediate assessments and referrals in emergency situations.
   a. Perform assessments; interventions; individual, group and family counseling; discharge planning; outreach referral; advocacy and home visits; follow-up care and in-home supports services; and provide educational and preventive activities.
   b. Assist in planning, developing, organizing, facilitating and providing psychotherapy services in prevention, intervention, treatment and aftercare for a variety of treatment groups, programs and services.
   c. Coordinate services with Tribal Social Services Programs, and county, state, private and federal agencies that will best serve the individual, client, family and community.
   d. Acts as patient's advocate and liaison to other departments and community agencies.
2. Maintain case records containing pertinent, accurate and current information in compliance with the Privacy Act, HIPAA, and established department rules, regulations and policies.
   a. Prepare reports, correspondence, narratives, statistical and other documents as required by program guidelines and funding sources.
   b. Complete prior authorization forms needed for third party billing.
3. Participate in treatment plans, staffing and departmental meetings.

DUTIES AND RESPONSIBILITIES: (Cont.)

4. 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.
5. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
6. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
7. 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; 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 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. Extended hours, irregular shifts, evening and/or weekend work may be required.
5. A Tuberculosis (TB) Screening and/or TB Skin Test are 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. Skill in working with children, adolescents and families.
7. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
8. Ability to plan, implement and evaluate individual patient care programs.
9. Ability to lead and train staff and/or students.
10. Ability to work independently and meet strict timelines.
11. Ability to communicate efficiently and effectively both verbally and in writing.
12. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
13. Ability and willingness to obtain Oneida Certification on reporting Child Abuse and Neglect within ninety (90) days.
14. Ability to be CPR and Red Cross First Aide Certified within three (3) months of employment. Must maintain CPR and Red Cross First Aide Certification during employment.
15. Ability and willingness to possess and maintain the credentialing requirements and Wisconsin Caregiver Law throughout employment.
16. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
17. 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.
18. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position.
19. Must be willing and able to obtain additional education and training.
20. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
21. Must pass a background security check with the Oneida Nation 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 Nation Gaming Division.
22. 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.

1. Clinical Substance Abuse Counselor or Substance Abuse Counselor License.
2. Knowledge and understanding of the Oneida Nation culture, tradition and values.

MINIMUM QUALIFICATIONS:

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

1. Master's degree in social work, Counseling, Community Mental Health Counseling, Psychology or Marriage and Family Therapy or related field plus three (3) years of current work experience in Mental Health, Social Work or Psychology field.
2. Wisconsin State Certification as an LPC, LMFT, LCSW.
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.**
2. **Must complete a pre-employment assessment prior to hire.**
3. **Must complete a pre-employment case study prior to interview**