

# Sisseton-Wahpeton Oyate

## Job Description

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**Job Title:** Behavioral Health Director

**Reports to:** SWO Tribal Health Director

**Salary:** DOE/DOQ

### Summary:

The Behavioral Health Director is funded under the Sisseton-Wahpeton Oyate I.H.S. Master Contract Non-Recurring ARPA funds. This position will be the lead to explore the possibility of the SWO Behavioral Health Department to become a functional, credible, and sustainable community behavioral health program that meets State of South Dakota Accreditation Standards. The director will be the lead for the SWO 2021-2025 Health Plan Behavioral Health Initiative. Responsibilities will include assessment, treatment planning, on-going individual and group therapy, case management, and related documentation. Responsibilities in an inpatient position include assessment, brief intervention, and referral.

### Job Duties and Responsibilities:

1. The initial priority responsibilities of the role include:
  - A. Develop a timeline and action steps for accreditation of the SWO Behavioral Health Program as a community mental health center through the SD Division of Behavioral Health or explore alternative methods of sustainability.
  - B. Develop individual professional development plans for clinical staff, which includes obtainment of state licensure or certification that meet training and credentialing requirements of the SD Division of Behavioral Health.
  - C. Provide supervision either for staff that meets accreditation requirements directly or through contractual arrangements. Clinical supervision will include administrative, clinical, and reflective components.
  - D. Develop referral process for Tribal programs to utilize Behavioral Health Programs for clientele mental health needs.
  - E. Collaborate with internal and external stakeholders, including government agencies, and community organizations to enhance program accessibility and effectiveness.
2. Overall supervision of the Behavioral Health Department:
  - A. Administration:
    - 1) Establish and maintain annual budget, including any grant program budgets

- 2) Prepare monthly and annual reports required by Tribal Government and the funding agencies.
  - 3) Assist Behavioral Health grant program managers with goals and objectives and reports. Provide training necessary for grant portals.
  - 4) Hire qualified and licensed staff.
  - 5) Provides leadership, supervision, operational and administrative oversight for all programs mentioned within SWO Health Plan Behavioral Health Initiative.
  - 6) Provides leadership and coordination for improving Behavioral Health programs' efficiencies, effectiveness, and overall program quality.
  - 7) Review, amend and/or develop necessary department policies and procedures.
- B. Clinical:
- 1) Assist clinicians with a path for licensure that includes timeframes, establishing supervision, monitoring hours and an employee training and development plan.
  - 2) Develop a policy on screening tools and evidence-based programming based on prevention and recovery
  - 3) Develop a mission and vision statement for the Department that meets the cultural and spiritual needs of the Sisseton-Wahpeton Oyate.
- C. Reflective:
- 1) Help providers develop the capacity to shift perspectives, recognize what they bring to the relationship, explore personal biases, set boundaries, and slow down and observe and listen
  - 2) Provide an environment where clinicians are able to be vulnerable, explore their own strengths and growing edges, and reflect on their role within the system of support for a client
  - 3) Through reflective supervision, aim to reduce staff stress and turnover
  - 4) Recognize the ways in which appropriate support to staff result in improved outcomes for clients.
3. Develop a plan for obtaining accreditation of the SWO Behavioral Health Department based on SD Accreditation Standards or alternative methods for sustainability.
  4. Work with the Tribal Health Director to develop a third-party billing system.
    - A. Review current Electronic Health Record (EHR) and make recommendations for upgrades, training or switching to a different EHR.
    - B. Research and make recommendations to the Tribal Health Director and Supervisory Executive on the best option for billing, such as hiring a coder/biller or contracting this function.
  5. Assess community needs for Mental Health and Substance Use Disorder services and prepare a plan with goals and objectives to meet the needs that are identified.

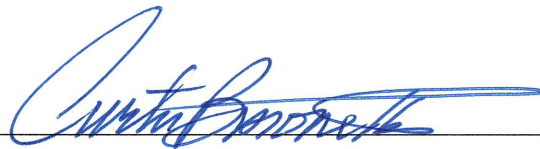
**Job Requirements:**

- Valid state driver's license, valid Tribal driver's license and appropriate liability insurance
- Cultural Competency/emersion
- Confidentiality as specified in 42 CFR Part 2, the federal confidentiality regulations
- Employee will be considered a mandatory reporter under the Sisseton-Wahpeton Oyate Chapter 38 Code of Laws
- Employee must pass a background check as required by Public Law 101-630, 25 U.S.C., Chapter 34, Section 3201
- Must live and promote an alcohol and drug free lifestyle

**Job Qualifications:**

- SD Licensed Psychologist, Licensed Professional Counselor-Mental Health (LPC-MH) or Licensed Clinical Social Worker (LCSW) or Licensed Addiction Counselor with Mental Health/Social Work background *or* willingness to obtain licensure.
- Knowledge of Sisseton-Wahpeton Oyate culture or willingness to gain such knowledge
- Must have experience with helping staff obtain clinical supervision working towards licensure.
- Must have strong oral and written communication skills.
- Must demonstrate professional knowledge of the principles, practices, and theories in behavioral sciences for helping clients and families, as well as networking with other tribal social services and/or case management staff and referring clients who have been identified as high risk.
- Must demonstrate the ability to lead a team to meet the goals and objectives of Behavioral Health Department and the SWO Health Plan.
- Understanding of the third-party billing opportunities for treatment services with billing systems and assessment tools such as RPMS and Accucare.
- Project/Grant Management expertise, including planning organizing, staffing, reporting, and compliance.
- Proficient computer skills.

Approved \_\_\_\_\_



Date \_\_\_\_\_

8/23/24

Tribal Secretary