

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2017-63**

**OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS**

<b>POSITION:</b>	<b>Licensed Clinical Psychologist</b>
<b>OPENING DATE:</b>	<b>December 12, 2017</b>
<b>CLOSING DATE:</b>	<b>Open Until Filled</b>
<b>DEPARTMENT:</b>	<b>Community Health and Wellness/Behavioral Health Program</b>
<b>SALARY RANGE:</b>	<b>E-18; \$66,004 - \$99,006</b>

**Position Summary:**

Under general direction of the Behavioral Health Program Manager, the Psychologist provides counseling, skills training, and education to individuals with a variety of mental health, alcohol/substance abuse, and related issues. Identifies and treats mental disorders. Maintains confidentiality of all privileged information.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Performs clinical supervision duties for program staff.
- Conducts client intake, focusing on diagnostic and functional evaluations.
- Administers, evaluates, and interprets psychological testing.
- Writes psychological testing report; presents report to behavioral health team; and makes recommendations regarding treatment plan development.
- Manages, monitors and provides guidance on the design/development of and progress of treatment plans.
- Coordinates clinical decisions in response to programmatic needs.
- Develops treatment plans and arranges client appointments; refers clients to other agencies as needed.
- Identifies and prioritizes needs; establishes agreed upon treatment goals; creates an action plan to achieve goals.
- Provides individual, family, and group counseling to assist client(s) in achieving and maintaining a life of healthy balance.
- Manages clients' psychological treatment plans to include multiple service plans incorporating referrals and follow-up with other agencies and resources.
- Uses established psychological health techniques to assist clients in meeting treatment goals.
- Provides crisis intervention by responding to client's needs during acute emotional and/or physical stress.
- Educates and informs community on healthy lifestyles, improving communication and family life, living with trauma and loss, substance abuse, recovery related topics, and available services and resources.
- Maintains case files in accordance with standard operating procedures, including but not limited to, paper files and electronic files.
- Documents timely and accurately the results of the assessment and treatment plans, reports, progress notes, discharge summaries, and other client-related data.
- Provides data for the maintenance of client database; generates reports to include clinical, prevention, and educational activities.
- Assists individuals and family members by referring them to other agencies for medical, psychological, education, training, employment, spiritual, or other needs.
- Attends and participates in case staffing; engages consultation with other clinicians regarding client cases.
- Consults with on-call staff during crisis call responses.
- Ensures the confidentiality of client related information protected by applicable rules and regulations.
- Transports clients to and from service agencies or outside activities as needed.
- Maintains professional and technical knowledge by attending relevant training and workshops and establishing networks with like programs.
- Provides training to Pueblo employees and other Pueblo entities regarding mental health issues and other psychological health techniques.
- Contributes to a team effort and makes individual effort to support Pueblo of Laguna Workforce Excellence.
- Performs other duties as required.

## Job Announcement No. 2017-63 Licensed Clinical Psychologist

### **Minimum Qualifications:**

New Mexico Licensed Clinical Psychologist credentials required or eligible for licensure by reciprocity. Must maintain licensure throughout employment. Five years of experience in psychological test administration required. Experience working in/with a tribal community preferred.

### **Background Investigation Requirements:**

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Psychologist is designated as a High Risk Public Trust (HRT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other: Verification of Clinical Psychologist Licensure	X

### **Knowledge, Abilities, and Skills:**

- Knowledge of applicable laws, regulations, and requirements, including the Laguna Children's Code, Family Protection Code, and Laguna Criminal Code.
- Knowledge of the Pueblo's judicial system.
- Knowledge of the effects and consequences of alcohol/substance abuse and mental health problems; skill and ability to apply psychological health techniques to address client needs.
- Knowledge of care management and crisis intervention; skill and ability to apply knowledge and experience toward management of individual cases.
- Knowledge of evidence based behavioral assessments and interventions: processes of disease management; treatment adherence; and lifestyle change.
- Knowledge of Alcoholics Anonymous' 12 step program.
- Knowledge of and skills in records management procedures.
- Ability to address a large clientele using effective behavioral health techniques.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to work as a team member in a structured working environment.
- Ability to maintain confidentiality and to demonstrate high moral character.
- Ability to work extended hours and various work schedules; be on call for consultation in crisis situations, or for response to his/her clients' crisis situation.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to prepare accurate reports and present detailed, accurate and objective oral presentations in response to questions.
- Ability to integrate training, experience, and common sense sufficient to identify potentially dangerous situations, make effective logical decisions, and exercise the appropriate measure of tact or force to resolve situation.
- Ability to accept the dangers and stresses, regimentation, discipline, and time demands of working with individuals with psychological problems.
- Ability to develop and present group educational programs or workshops.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in conducting interviews, individual and group therapy sessions with empathy and enthusiasm.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.

**Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://www.lagunapueblo-nsn.gov) and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
  1. E-mail to [POEmployment@lagunapueblo-nsn.gov](mailto:POEmployment@lagunapueblo-nsn.gov);
  2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
  3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
  4. Fax to (505) 552-9675
- For more information, contact Johanna Wade, at (505) 552-5785 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**