

# ONEIDA TRIBE OF INDIANS OF WISCONSIN

## Human Resources Department

### JOB DESCRIPTION



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

**APPLY ONLINE AT:**  
<http://oneida-nsn.gov>

**OR MAIL TO:**  
Human Resource Department  
P.O. Box 365  
Oneida, WI 54155-0365

Phone: (920) 496-7900  
Fax: (920) 496-7490  
Job Line: 1-800-236-7050

#### SECOND POSTING OPEN TO ALL APPLICANTS

**POSITION TITLE:** Behavioral Health Supervisor  
**POSITION NUMBER:** 02402  
**DEPARTMENT:** Behavioral Health  
**LOCATION:** 2640 West Point Rd, Oneida WI  
**DIVISION:** Comprehensive Health  
**RESPONSIBLE TO:** Behavioral Health Manager  
**SALARY:** E06 \$50,338/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** December 28, 2011  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** January 5, 2012  
**Proposed Start Date:** As Soon As Possible

#### EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin 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

Enhance the Behavioral Health Departments effectiveness by providing professional administrative support. Gain results through direction, assistance, and coordination of Division activities. Continuation of this position is contingent upon funding allocations.

#### DUTIES AND RESPONSIBILITIES:

1. Supervise professional providers (Psychotherapists, Clinical Substance Abuse Counselors) personnel which includes hiring, firing, evaluating, training, work allocation, problem resolution and coordinating backup help for staff as needed.
2. Manage daily administrative operations of the department establishing work priorities; and assisting in resolving day to day issues and concerns.
3. Prepare correspondence, reports, minutes, agendas, memo, forms, directories and other documents and communications from drafts, recordings, or verbal instruction.
4. Assist with planning, implementing and monitoring departmental budget.
5. Assist in developing and implementing operational administrative policies and procedures consistent with the goals and objectives of the Comprehensive Health Division.
6. Develop and maintain a productivity management program
7. Ensure production of reliable reports and accurate billing
8. Conduct research and strategic planning functions, analyze trends and make recommendations for staffing adjustments and personnel assignments.
9. Ensure access to services for eligible clients and track referrals to and from outside agencies.
10. Maintain accurate information on laws, regulations, accreditation and licenser standards pertaining to quality assurance, outpatient care and other operations for mental health, alcohol, tobacco and other drug programs.
11. Monitor and assist in the development of staff training and education programs relevant to compliance issues.
12. Review and monitor the credentialing of staff.

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**DUTIES AND RESPONSIBILITIES: (Cont.)**

13. Implement directives for clinicians regarding services that can be claimed for reimbursement
14. Develop and implement policies and procedures to meet Federal, State and local compliance regulations including compliance for Medicare, Medicaid and third party payer contract requirements.
15. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
16. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
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. Frequently sit, walk, use hands to finger, handle and feel, reach with hands and arms; talk and hear.
2. Work is generally performed in a office setting with a moderate noise level. Moderate exposure to physical risk or injuries due to potential for combative behavior by patients and exposure to second-hand smoke. Work environment is NOT smoke free.
3. Evening and/or weekend work or extended hours may be required.
4. Must complete a Self Disclosing Physical Questionnaire prior to employment.
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 credentialing methods.
2. Knowledge of IHS, Joint Commission, DHS 35 and DHS 75 licensing requirements and other healthcare regulatory agencies.
3. Knowledge of records management and basic accounting procedures including budgeting.
4. Knowledge of theory, principles and practices of clinical, developmental and counseling psychology.
5. Knowledge of the theory, principles and practices and treatment of alcohol and drug abuse.
6. Knowledge of patient outreach services and activities, funding agencies, and community health care and vocational services.
7. Knowledge of modern office practices, procedures, and equipment.
8. Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
9. Knowledge of laws, regulations, methods, and techniques in area of specialty.
10. Ability to communicate effectively in the English language, both verbally and in writing.
11. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
12. Ability to handle multiple tasks and meet deadlines.
13. Ability to carry out instructions furnished in verbal or written format.
14. Ability to work well in a team setting.
15. Ability to gather data, compile information, and prepare reports.
16. Ability to analyze and solve problems.
17. Ability to analyze, develop, establish, and maintain efficient office work flow and administrative processes.
18. Employee development and performance management skills.
19. Organizing and coordinating skills.
20. Program planning and implementation skills.
21. Customer service skills.
22. Skill in using office equipment.
23. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
24. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
25. Must be willing and able to obtain additional education and training.
26. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. **(Training will be administered by the Human Resource Department).**
27. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.

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### **STANDARD QUALIFICATIONS: (Cont.)**

28. Must pass a background security check prior to and during the course of employment with the Oneida Nation in order to meet the Employment Eligibility Requirements and/or the Tribal State Compact and/or the Tribal Gaming Ordinance as they pertain to the position and the location of the department.
29. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin 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 and Tribal vehicle under the Oneida Tribe's Vehicle Drivers 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. Medicare, Medicaid and third party billing.
2. Independent Clinical Supervisor license or able to obtain with one (1) year of employment.

### **MINIMUM QUALIFICATIONS:**

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

1. Masters Degree in Social Work, Psychology or Clinical Psychology; three (3) years of current work experience in mental health, social work and psychology; two (2) years of current post license experience in clinical supervision.
2. Wisconsin State Certification as an LPC, LMFT, LCSW.
3. 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.**