SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT

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Tao Etpison

Tribal Vice-Chairman

Terry Rambler

Tribal Chairman

**AMENDMENT NO. 1**

**The amendment is issued to amend the Conditions of Employment and Qualification Requirements, all other information remains the same.**

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| **VACANCY ANNOUNCEMENT NO.** | **OPENING DATE** | **CLOSING DATE** |
| #21-102 | March 28, 2022 | Open Until Filled |

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| **POSITION TITLE AND DEPARTMENT** | SALARY |
| **Clinical Therapist**  Wellness Center | DOE |
| APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE  (Applications must be received in the Human Resources Office by close of business on the closing date) | |

**CONDITIONS OF EMPLOYMENT:**

* **In accordance with the San Carlos Apache Tribe Resolution No. AU-21-121, all potential employees must show proof of COVID-19 vaccination for it is mandatory for all Tribal employees to have the vaccine as a condition of employment. All employees who opt-out or otherwise have no proof of vaccination shall be subject to bi-weekly testing for COVID-19 (must provide letter or doctor’s excuse when applying to opt-out of receiving vaccination).**
* Regular Full-time position. (Exempt)
* Applicant must possess a valid driver’s license.
* Applicant must be able to apply for a full and unrestricted clinical licensure within twelve (12) months of employment.
* Applicant must be clean and sober for past two (2) years and maintain sobriety.
* Applicant must not have been convicted of any alcohol or drug abuse in the past two (2) years.
* Applicant must maintain state license by completing continuing education and high ethical standards.
* Applicant will be subject to a Federal, State, County, Local and Tribal background check. ***Note: Applicants must meet this requirement by completing Item No. 15, on the Application for Employment.***
* Applicant must complete a "Child Care & Indian Child Care Worker Position" form to determine your suitability for tribal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment with the San Carlos Apache Tribe. ***If you make a false statement in any part of your application, you may not be hired or you may be terminated after you begin work.***
* In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

**DUTIES AND RESPONSIBILITIES:**

As a Clinical Therapist under the supervision of the Clinical Supervisor, the Clinical Therapist will counsel children, teens, adults and families regarding mental health and substance abuse problems. Develops and implements therapeutic treatment plan in an outpatient community behavioral health setting. The Clinical Therapist interviews client and collaterals to obtain psychosocial information or other data needed to understand the presenting problem and formulate a diagnosis using the DSM V criteria. Observe client to detect problematic physical, emotional, spiritual or mental behavior. Develops individualized treatment plans with clients and families, then administers therapeutic treatment (such as behavior modifications, cognitive restructuring and stress management therapy) to assist clients in controlling disorders and other problems. Change method and degree of therapy/intervention when indicated by client reaction and progress toward goals, and documents treatment progress. Consult with school personnel, physicians and/or other specialists concerning treatment plan and amends plan as necessary with input from client to achieve the goals. Conducts crisis interventions and provides counseling to individuals, groups, and families using appropriate modalities. Complete all clinical documentation in a thorough and timely manner. Facilitates in-service training in areas of expertise. Generates creative solutions; uses feedback to modify designs, maintains confidentiality, supports organization’s goals and values and explains reasoning for decisions, includes appropriate people in decision-making process. Sets and achieves challenging goals, observes safety and security procedures, reports potentially unsafe conditions. Ensures work responsibilities are covered when absent. Shall perform other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

Basic Requirements:

Successful completion of a course of study in accredited college or university leading to a Master’s Degree or higher degree that included a major field of study in Social Work, Psychology, Counseling or related field. ***NOTE: Applicant must submit a copy of all college transcripts and/or degree to meet positive education requirements****.*

In addition to meeting the basic requirements above, candidates must have had two (2) years of specialized experience.

Specialized experience is experience in child, adolescent and family counseling; substance abuse treatment with teens; and treatment of diverse populations or in a job related field. ***Examples of the type of experience that will be credited are shown above under “Duties and Responsibilities”.***

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**EVALUATION METHOD AND RANKING FACTORS:** Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge of Diagnostic Statistical Manual (DSM-V) categories.
2. Knowledge of family system theories and its application to diverse populations.
3. Knowledge of substance use treatments and psychotropic medications.
4. Knowledge of applicable laws and regulation pertaining to substance abuse and behavioral health treatment and confidentiality.
5. Knowledge of RPMS and word-processing software.
6. Knowledge of Native American communities, cultural diversity, and the ability to promote a harassment-free environment.
7. Ability to perform counseling competencies as described by SAMHAS and State Standards.
8. Ability to use techniques of identification, evaluation, counseling, rehabilitation, education, and prevention.
9. Ability to communicate effectively, orally and in writing, with tribal and non-tribal organizations, agencies, clients and community groups.
10. Ability to interpret a variety of instructions/documents, furnished in written, oral, diagram or schedule form.
11. Ability to manage well under pressure, accept responsibility for own actions and complete work in a thorough and timely fashion.
12. Ability to meet productivity standards, adapt to changes in the work environment and deal with frequent change, delays or unexpected events.
13. Ability to follows instructions, responds to management direction, and take responsibility for own actions.
14. Ability to speak Apache.

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**OTHER IMPORTANT INFORMATION:**

* Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
* All material submitted for consideration under this announcement becomes the property of Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
* Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.
* INDIAN PREFERENCE: It is the goal of the San Carlos Apache Tribe to employ as many tribal members as possible in tribal positions. Therefore, all other qualifications being equal, tribal members will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:

1. Enrolled member of the San Carlos Apache Tribe with Veteran’s Preference
2. Enrolled member of the San Carlos Apache Tribe
3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
4. Other Native American
5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
6. Non-Indian

It is also the goal of the San Carlos Apache Tribe to provide the best services possible to tribal members. In furthering the Tribe’s efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Indian Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

* VETERANS PREFERENCE AND INDIAN PREFERENCE: Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.
* EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

HUMAN RESOURCES OFFICE CLEARANCE:

***/s/Timecah Cosen March 28, 2022***

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|  | Human Resources Assistant |  | Date |  |