



Phone (360) 466-3163
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Swinomish Tribal Community

A Federally Recognized Indian Tribe Organized Pursuant to 25 U.S.C. § 476

P.O. Box 817 • 11404 Moorage Way

LaConner, Washington 98257

JOB ANNOUNCEMENT

Counselor/Coordinator

TRIBAL MENTAL HEALTH PROGRAM

SALARY: DOE
30 HOURS A WEEK

CLOSING DATE: UNTIL FILLED

GENERAL FUNCTION

Under administrative direction from the Program Administrator the Counselor/Coordinator of the Tribal Mental Health Program must demonstrate competency in the provision of mental health and family treatment, knowledge of tribal communities, local resources and the Community Mental Health System.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or logical assignment to the position.

- Coordinate Tribal Mental Health program efforts with activities and programs in the Swinomish Community.
- Represent the Swinomish community Mental Health program at tribal and interagency meetings.
- Coordinate Tribal Mental Health program activities with other services provided through Swinomish Social Services.
- Arrange for and coordinate weekly seminars and training activities.
- Promotes the value and needs of recreational program services to groups and individuals.
- Participate in weekly clinical supervision.
- Prepare monthly reports in a timely fashion.
- Assist with the development of state certified billing program for Mental Health.
- Utilize consultation form other providers as appropriate and as arranged.

OTHER DUTIES:

Because of the Tribe's commitment to community service and the well being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

WORKING CONDITIONS:

The working conditions described herein are representative of those that must be met by an employee to successfully perform the essential duties of this class.

The employee is continuously required to hear. The employee is frequently required to sit, stand, walk and talk. The employee is occasionally required to drive a motor vehicle, reach with hands arms and use hands to finger, handle, or feel objects, tools or controls.

Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

The noise level in the work environment is usually quite.

KNOWLEDGE AND SKILLS (Entry Requirements)

- An intimate and detailed knowledge of Native American and tribal customs and culture.
- Knowledge of intervention strategies.
- Knowledge of mental and emotional disorders and family dynamics.
- Knowledge of community resources, tribal resources, and Mental Health Center programs.
- An interest in serving Native American people and families.
- Ability to communicate well, organize work and provide leadership and supervision to other members of the Tribal Mental Health Program.

MINIMUM REQUIREMENTS:

Four year degree from an accredited college or university and three years experience in social service field, with two of those years in a setting serving Native Americans.

Alternatively, an A.A. degree, with four years experience in human services, with a minimum of three of those years working in Native American communities.

EMPLOYMENT CONDITIONS:

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees. Employees in this classification are considered non-exempt.

APPLICATION INSTRUCTIONS

- Request an **Application Packet** by calling (360) 466-1216 or e-mail to Wbill@swinomish.nsn.us
- Include a **cover letter** identifying why you feel you are qualified for this position.
- Complete the Swinomish Tribal Community application form; **do not write, “see resume on the application”**.
- **Return the application, along with the cover letter and resume to Wayne Bill, Human Resource Director by 5:00pm October 28, 2005.**

**Swinomish Tribal Community
Human Resource Office
11404 Moorage Way
LaConner, WA. 98257**

Consistent with practices on federally recognized Indian Tribes, Native American hiring preference may apply. The policies of the Swinomish Tribal Community apply to all employees. All offers of employment are contingent on the successful completion of a drug and alcohol screening. This position involves regular contact with or supervision over Indian children and a successful applicant must meet minimum standards of character based on a background check.