



## Job Announcement

<b>JOB TITLE:</b>	Behavioral Health/ Social Services Manager & Co-occurring Disorders Therapist
<b>DEPARTMENT:</b>	Upper Skagit Indian Tribe Behavioral Health and Social Services Program
<b>SUPERVISOR:</b>	General Manager of Governmental Operations
<b>CLASSIFICATION:</b>	Salary Exempt
<b>HOURS:</b>	Full Time
<b>PAY RANGE:</b>	Depends on Qualifications, DOQ
<b>FILING DEADLINE:</b>	Open until filled

**GENERAL DESCRIPTION:** The Upper Skagit Tribal Community is seeking a dedicated and experienced professional to join our team as a Behavioral Health & Social Services Manager / Licensed Co-occurring Disorders Therapist who can integrate direct therapeutic services with support program management and provide department staff supervision.

In this role, the candidate will dedicate approximately 65% of their time to providing direct clinical services, which is a priority for this position. The remaining 35% of the candidate's time will be focused on support program management and supervision. The Behavioral Health & Social Services Manager will oversee the operations of the department, ensuring that all programs are delivered effectively and efficiently. Additionally, the manager will play a vital role in identifying and developing a comprehensive wrap around program that utilizes internal and external assistance services. This position is also responsible for assisting in maintaining current Federal and State funds for the social services program and seeking other Federal or State funding when the opportunity arises.

Candidates with experience working with tribal communities or similar populations, proficiency in grant writing, and strong organizational and leadership skills are particularly encouraged to apply. The position may require some travel within the community for client visits and program activities, and flexible working hours are necessary to meet client needs and program requirements.

### APPLICATION INSTRUCTIONS:

Please submit letter of interest, resume, and tribal employment application to [hr@upperskagit.com](mailto:hr@upperskagit.com) with the subject line “**Behavioral Health/ Social Services Manager**”, or mail “Attn: HR Recruiter” at Upper Skagit Indian Tribe, 25944 Community Plaza Way, Sedro-Woolley, WA 98284, or hand-deliver to reception at the above address, Monday-Friday, 8 am – 4:30 pm. Applications can be downloaded from the Tribe’s website: <https://upperskagittribe-nsn.gov/content/Employment-Application-USIT-fillable.pdf>.

**Applicant must meet minimum qualifications to be considered.**

## **MINIMUM QUALIFICATIONS:**

### **Educational and Licensing Requirements:**

- Possess a Master's Degree or higher in Mental Health Counseling or a related field.
- Possess a current Washington State mental health professional license as well as a substance use professional license for specialized care in substance use disorders, or possess an acceptable probationary credential.
- Possess a National Provider Number and able to be credentialed for billing purposes, or be able to obtain said NPI number within 20 working days.

**Ability to Work Independently.** Demonstrate initiative and self-direction within delegated authority, adhering to policies and collaborating effectively.

**Experience with Computerized Health Care Record Systems.** Proficient in computerized health care record systems and Microsoft Office suite for documentation and communication.

**Effective Communication Skills.** Exhibit strong oral and written communication skills for engaging with diverse audiences.

**Valid Driver's License and Insurance Eligibility.** Hold a valid driver's license and meet insurance criteria for travel related to professional obligations.

Must be able to maintain confidentiality of information and be willing to sign a confidentiality/non-disclosure agreement.

**Ability to Engage in Community-Based Events.** Actively participate in community events to build connections and foster understanding of community needs.

**Pre-Employment Drug Test.** Successfully pass a drug test, demonstrating compliance with organizational policies.

**Criminal Background Check.** Pass a background check, confirming suitability for working with vulnerable populations including minors.

### **Minimum Related Experience:**

A minimum of 3+ years of experience working in a supervisory capacity with time spent training clinical and programmatic staff members.

3+ years working in a tribal community or similar socio-economic community, with experience in program development as well as direct care services.

A Minimum of three years of closely related experience in licensed clinical practice, addressing mental health trauma, domestic violence, sexual assault survivors, grief, anxiety, depression, ADHD, bipolar disorder, substance use disorders, and co-occurring disorders.

Knowledge and awareness of the potential impact of historical trauma within the context of individuals, couples, families, and the community at large through similar work experience.

The Upper Skagit Indian Tribe has the right to change the position description at any time. This position is subject to the preference policy of the Upper Skagit Indian Tribe. The statements contained herein reflect general details as necessary to describe the principal function of the job, the level of knowledge and skill typically required, and the scope of responsibility. However, these should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload. This is an at will position.