



## THE COQUILLE INDIAN TRIBE

**Job Title:** Mental Health Therapist  
**Department:** KO-KWEL WELLNESS CENTER (KWC)  
**Reports to:** Assistant Health and Human Services Administrator – Community Services  
**FLSA Status:** Exempt, Full-Time  
**Salary Range:** \$31.70 – \$51.51  
**Location:** Coos Bay/North Bend, Oregon

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen, Criminal, and Character Background Check. The Mental Health Therapist provides services to Native American and non-Native American patients of the Ko-Well Wellness Center.

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### SUMMARY OF MAJOR FUNCTIONS

The Mental Health Therapist will provide mental health assessments, treatment and referrals to adult and youth patients of the Ko-Kwel Wellness Center. Treatment services include individual, family, and group therapy. Treatment services to court-involved youth will be coordinated with juvenile justice agencies and may include participation in monthly case reviews and closed custody reviews. The Mental Health Therapist will work closely with other Tribal Program Staff .. Overall supervision for this position will be provided by the Assistant Health and Human Services Administrator. Community Services.

### ESSENTIAL DUTIES and RESPONSIBILITIES

1. Main priority is to provide direct mental health treatment to youth, adults and families with timely documentation and follow up.
2. Work in conjunction with Behavioral Health Integration Specialist, Medical Clinic, Indian Child Welfare, Family Support Services including ICWA, CELS staff in case management and provision of services to youth and their families to ensure the development of comprehensive community mental health services. Work collaboratively with Prevention, Culture, Education, Health Division, Law Enforcement, Indian Child Welfare, and Family Support staff in organization and implementation of treatment and treatment activities.
3. Develop and manage Mental Health program policies and work plan.
4. Work collaboratively with Juvenile Departments and the Oregon Youth Authority within the county service area.
5. Develop and assist in gathering data necessary for service provision to include regular documentation and service reports required by various funding agencies.
6. Establish and monitor priorities/deadlines, and review of written assessments/surveys/reports.
7. Work on a multidisciplinary team and demonstrate good communication and conflict management skills.
8. Use technology for timely delivery, monitoring, and tracking service delivery and outcomes.

The above statements are intended to describe the general nature and level of work being performed by employee. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required.

### **PHYSICAL REQUIREMENTS**

This position requires the ability to manage stressful situations that are often part of mental health treatment provisions. Treatment activities will include facilitating and participating in a variety of outdoor treatment activities with moderate to challenging physical demands. Office work is primarily sedentary, although walking, bending, lifting packages, and working in small-enclosed areas will be involved. This position will occasionally travel to other location to provide outdoor or community-based activities and/or provide service to clients in their own homes.

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Knowledge of current theories and practices in the area of mental health treatment.
2. Knowledge of current theories and practices in the area of treatment, prevention, and aftercare regarding addiction and substance abuse.
3. Knowledge of community structure, values, culture, and language of the population served.
4. Abstinence during employment in this capacity is essential to the overall effectiveness of the program. Individuals in recovery from the disease of alcoholism and/or from other drug dependence must affirm that previous employment performance has not been impaired by alcoholism/substance abuse for over the past 2 years.
5. Wilderness First Aid and CPR certification is required or ability to obtain and maintain within one year of hire.

### **REQUIRED QUALIFICATIONS**

- A. Master's degree in Psychology, Counseling, or Social Work and Licensed Professional Counselor (LPC), Licensed Clinical Social Worker (LCSW), or Licensed Mental Health Counselor (LMHC) **OR** an equivalent licensure to the State of Oregon and ability to obtain Oregon licensure within 6 months of hire.
- B. Two years of relevant experience is required.
- C. Healthcare background and experience with Native American patients is preferred.
- D. Certification as a Drug and Alcohol Counselor is strongly preferred.
- E. Ability to provide direct mental health treatment services to youth, adults and families.
- F. Ability to organize and conduct group therapy and recreational therapy activities.
- G. Ability to Consult and collaborate with other Tribal health, education, juvenile, justice, and social service staff in the development and implementation of treatment activities for youth and adults.
- H. Ability to plan and organize work and complete written reports and documentation of mental health assessments, treatment plans, progress notes, case management, and discharge plans in both paper form and as part of the electronic health records system accurately and on time.
- I. Adhere to all departmental performance standards.
- J. Basic computer word processing and communication skills
- K. Current and valid Oregon driver's license in good standing with no insurability issues as determined by the Tribe's insurance carrier is required.