

JOB OPENING ANNOUNCEMENT

Job Title: Behavioral Health Clinician

Report To: Medical Clinic Manager

Department: Medical Center

Job Vacancy: YAN-25-99

Status: Full Time; Exempt

Starting Wage: DOE

Opening Date: 9/15/2025

Closing Date: Until Filled

POSITION DESCRIPTION:

The Behavioral Health Clinician is responsible for the management and coordination of the administrative operation of behavior health by creating, planning, developing, and providing a comprehensive and coordinated behavioral health program.

QUALIFICATIONS:

- Bachelor's Degree from an accredited university in Behavioral Health field.
- Must be licensed and in good standing with State Behavioral Health Board. Licensed Independent Substance Abuse Counselor (LISAC) or Licensed Professional Counselor (LPC) or Licensed Marriage & Family Counselor (LMFT) is required.
- Must adhere to ethical codes and standards and complete continuing education requirements.
- Five (5) years of experience in developing and administrative behavioral health programs which will include Children, Adolescents, Adults, and Families.
- Knowledge of behavioral health administrative and organized structure, functions, objectives, policies, and procedures.
- Knowledge of developing a treatment plan for all patients with depression, anxiety, conflict, child-parent problems, psychotherapy to cope with grief, and other psychological problems.
- Knowledge of Yavapai-Apache and other Native American cultures and traditions.
- Knowledge in records management practice and procedures, governmental privacy regulations governing medical records.
- Skill in analyzing problems projecting consequences, identifying solutions, and implementing recommendations.
- Considerable skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in operating various word-processing, spreadsheets, and database software programs.
- Skill in conducting interviews, individual and group therapy sessions.
- Ability to obtain Substance Abuse, First Aid and CPR Certification.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to exercise independent judgment.
- Ability to interact and maintain good working relationships with individuals of varying social and culture backgrounds.
- Ability to interpret applicable federal, state, country, and local laws, regulations and requirements.

- Ability to enforce and maintain confidentiality of clients privileged medical information.
- Ability to work independently and meet strict time lines.
- Must successfully complete a background and fingerprint check and sign a confidentiality statement upon hire.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Works hand-in-hand with the Medical Clinic Manager to make effective program decisions in the areas of staffing, managing, supervision, of the Behavioral Health Program.
- Directs the establishment, implementation and communication of goals, objective, and policies in accordance with strategic plan and applicable laws, regulations, ordinance regulatory agencies that are responsible in the Behavioral Health Program.
- Plans development implementation of records management systems intended to standardize filing, protecting, and retrieving records, reports and other information contained on paper, microfilm, computer program, or other media.
- Evaluates reports, utilizing knowledge of principals of behavioral health, counsels and evaluates client to determine their medical and physical needs.
- Develops education programs to address and/or enhance the treatment clients and to facilitate their recovery. Works with multi-diagnosis clients; provides individual training plans for support staffs with input from Health & Human Services Director.
- Develop, implement and support a strategic based needs model, monitor and coordinate the delivery of service.
- Achieve financial objectives by establishing and monitoring budgets and accounting system, monitor billing system for reimbursement of services; prepares contracts and grant proposals for funding.
- Hosts and facilitates regular meetings with other supporting departments to ensure communication between personnel and administrative activities and services.
- Coordinates services with the Yavapai-Apache Human Services Department divisions, Indian Health Services and Bureau of Indian Affairs in accordance to tribal contractual agreements; takes a team approach to decision making.
- Keeps abreast of new technologies and principals by conducting research, attending seminars, educational workshops, classes and conference; reviewing professional publications; establishes networks; participating in professional societies; conferring with representative of contracting agencies and related organizations.
- Research, writes and assisting in the acquisition of grants to support the financial needs of the Behavioral Health Program.
- Prepares and presents reports on the program status, activities, and plans as required.

- Maintains positive relations with community members and agencies by providing educational workshops and seminars related to community needs and division services.
- Direct and assist in implementing, coordinating and planning the Behavioral Health Program; support the clinical staff in screening process.
- Performs other duties as assigned.

Physical Requirements

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear, stand; walk, use hands to finger, handle or operate objects, tools or controls, and reach with hands and arms.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**