Crystal Creek Lodge Treatment Center (CCLTC)

Position: Mental Health Therapist (LCPC)

Department: Human Resources (HR)

Approved by: Blackfeet Tribal Health Department

Reference: CCL-HR

Job Summary:

This position will coordinate and assist CCLTC clients, staff, and public members regarding mental health and co-occurring disorders at Crystal Creek Lodge through direct consultation and individual and group therapy. All services will be designed using standards and criteria outlined in the Addictive and Mental Disorders Division (AMDD) manual, Indian Health Service (Chapter 18), Montana Code Annotated (MCA) 37.27.101 “State Approved Programs,” the Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition (DSM-5), the American Society of Addiction Medicine (ASAM), and the Montana Board of Behavioral Health Administrative Rules of Montana (ARM). The Mental Health Therapist (LCPC) will be a multidisciplinary team member to provide clinical oversight, supervision, and support. This position will be required to develop and implement recovery-oriented individualized, person-centered services and may include educational lectures and other support groups as needed.

Job-Specific Requirements:

- Directly serves as the therapist for CCLTC to address needs for a Dual Diagnosis / Co-Occurring Diagnosis.
- Ability to engage in individual, group, or family identification, diagnosis, treatment planning and implementation, evaluation, and follow-up.
- Knowledge of the current Diagnostic and Statistical Manual (DSM) of Mental Disorders in formulating treatment goals and applying appropriate clinical interventions using professional counseling practices.
- Basic knowledge of professional counseling practice with an emphasis on human development principles through cognitive, affective, behavioral, or systemic interventions and strategies to address high-risk behaviors, wellness, personal growth, and career development across the life span.
- Ability to serve as an individual, group, or family counseling appointments; demonstrates sensitivity and diversity and possesses multicultural counseling skills.
- Ability to function on an interdisciplinary team focusing on individuals, groups, and families intrapsychic, interpersonal, and relational functioning and on the counseling approaches, strategies, and techniques that will best help patients function effectively.
- Basic skill in using computer software applications to draft documents, manage data, maintain accurate, timely, and thorough clinical documentation, and deliver services, such as Telehealth.
- Knowledge and understanding of relevant statutes, case laws, ethical codes, and regulations affecting the professional practice of counseling.
**CRYSTAL CREEK LODGE TREATMENT CENTER (CCLTC)**

**POSITION:** Mental Health Therapist (LCPC)

**DEPARTMENT:** Human Resources (HR)

**APPROVED BY:** Blackfeet Tribal Health Department

**Reference:** CCL-HR

**Effective:**

**Revised:**

**Continued:**

- Ability to communicate effectively, both orally and in writing, with people from varied backgrounds.
- Ability to make professional evaluations, decisions, and treatment planning and implementation recommendations.
- Advanced knowledge and mastery of the fundamentals of the counseling process, which includes defining patient/family problems and maintaining an effective counseling relationship.
- Ability to provide subject matter consultation to colleagues and trainees on the counseling process within various specialty areas, build on the foundation of competence through regular meetings and discussions to explain assignments, review the progress of cases and confer about the counseling perspectives and orientation.
- Ability to provide complex crisis intervention and stabilization to psychologically distressed patients. Requires independent judgment and skill.
- Ability to establish goals/treatment through a collaborative process with the patient utilizing advanced counseling skills, including evidenced-based practices, screening, and psychosocial assessment.
- Ability to use a wide variety of individual, group, or familial counseling interventions; demonstrates sensitivity to diversity and possesses
- Ability to use various individual, group, or familial counseling interventions; demonstrates sensitivity to diversity and possesses multicultural counseling skills.
- Ability to fully utilize the current DSM in making diagnoses, formulating treatment goals, and applying appropriate clinical intervention using professional counseling practices.
- Ability to develop and facilitate psychotherapy and psycho-education groups, including life skills, family support, and community integration. This may include evidence-based psychotherapy.
- Confers with other professional staff about helpful individual treatment plans and case management approaches.
- Examines and recommends updates to policy manuals that align with client services and needs.
- Supervises cultural practices while utilizing Pikuni traditions and philosophy. Knowledge of Pikuni traditions and philosophy and ability to integrate into generic treatment modalities.
- Works with staff and clients through rapport building to assist the client in understanding, appreciating, and complying with the philosophy, policy, and treatment expectations.


CRYSTAL CREEK LODGE TREATMENT CENTER (CCLTC)
- Will prepare reports due monthly, quarterly, and annually related to organizational needs.

POSITION: Mental Health Therapist (LCPC)

DEPARTMENT: Human Resources (HR)

APPROVED BY: Blackfeet Tribal Health Department

Reference: CCL-HR
Effective:
Revised:

Continued:

- Knowledge of theories, principles, and techniques applicable to Western-based modalities and culture-specific substance use therapies for Native American populations.
- Knowledge of techniques in counseling skills required in the treatment of substance use disorders.
- Must be able to appropriately utilize internal and external resources needed to provide effective substance use disorder services to the person served.
- Have the ability to document clients’ progress via the electronic health record (EHR) used within the organization appropriately and promptly.
- Demonstrates the ability to be flexible, organized, and function under stressful situations.
- Establishes and maintains quality relationships as a liaison with other agencies, community groups, and other resources whose services might be needed by the client.
- Conducts self professionally and ethically at all times.
- Maintains strict confidentiality of client information adhering to state, federal, and local policies and laws, including 42 CFR Part 2 “Confidentiality of Subsue Use Disorder patient records.” This includes the Montana Administrative Rules (ARM), Montana Codes Annotated (MCA), and the National Association of Alcoholism and Drug Abuse Counselors (NAADAC) code of ethics.

Professional and Regulatory Requirements:

- Applicant must be licensed by the State of Montana's Board of Behavioral Health as an LCPC (Minimum five years of full licensure).
- Licensed to practice good standing with the Montana Board of Behavioral Health**
- Sixty credit master's degree from an accredited university in the Mental Health field (Professional Counseling, master's in Social Work with a focus on Psychological Counseling)
- Dual Licensure as an LCPC/LAC or ACLC is preferred; however, not required.
- If a candidate within either discipline must achieve full licensure at the earliest possible date in compliance with MT Statutes and Administrative Rules.
- Applicants must have at least ten (10) years of experience with adults and children before or after completing a master's degree.
- Certification or Training and experience in advanced and complex trauma, grief, suicide assessment, evidenced-based therapeutic approaches, and trauma-informed care.
- Must be eligible and trained to provide clinical supervision to other candidates
- Must possess or maintain a valid Montana driver's license.
CRystal Creek Lodge Treatment Center (CCLTC)

Position: Mental Health Therapist (LCPC)

Department: Human Resources

Reference: CCL-HR

Effective:

Continued:

- Provides a dynamic conceptualization of the inner workings of the client and the client’s family; and is responsible for ensuring that treatment is clinically sound and ethical.
- Helps the client, in collaboration with behavioral health support staff, learn to express their needs by forming healthy relationships and gaining frustration tolerance while encouraging them to be curious about feelings and behaviors.
- Utilizes knowledge and skills from substance abuse and mental health disciplines. Understanding how each disorder impacts the other ensures that integrated co-occurring treatment and quality care are provided.
- Plans, reviews, and executes individual, conjoint, and family psychotherapy.
- Facilitates or co-facilitates therapeutic groups on various topics and provides in-service training on relevant issues about treatment.
- For Licensed Therapist: has the opportunity to gain experience and leadership skills by training and supervising approved graduate-level interns.
- Must be able to conduct substance use disorder lectures and education as assigned.
- Must be familiar with the Administrative Rules of Montana (ARM) and Montana Codes Annotated in Title 37
- Assists in planning and promoting substance use-related events for the community.
- Assumes responsibility for monitoring personal continuing education hours needed annually.
- Attends pertinent meetings and workshops to enrich personal knowledge, growth, and management skills to function as an addiction counselor.
- Maintains client confidentiality per 42 CFR, Part 2, and HIPAA regulations.
- Works at maintaining a good rapport and a cooperative working relationship with CCLTC staff and external stakeholders.
- Communicates and demonstrate the organization's mission, ethics, and goals.
- Reports to work on time and as scheduled per Blackfeet Tribal Policy and Procedures (Chapter 7) and CCLTC.
- Completes assigned duties promptly
- Performs miscellaneous job-related duties as assigned, such as on-call counselor to include weekends or holidays.
- Assists in planning and promoting substance use intervention/prevention-related events for the community.
- Physical demands of the position include vision, hearing, and repetitive movement. Must be able to lift more than 25 lbs. or more.

CPR and OSHA Certified must be done every two years or as required per program. Must be obtained in the first year of employment.
<table>
<thead>
<tr>
<th>POSITION: Mental Health Therapist (LCPC)</th>
<th>Effective:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT: Human Resources (HR)</td>
<td>Revised:</td>
</tr>
<tr>
<td>APPROVED BY: Blackfeet Tribal Health Department</td>
<td></td>
</tr>
</tbody>
</table>

**Continued:**

- Sobriety must be maintained during the entirety of employment at Crystal Creek Lodge
- Responsible for treatment, case management, and collateral contacts and treatment planning for assigned caseloads under practicing licensees
- Maintain awareness, understanding, and compliance with all policies and procedures, memos, emergent issues/needs, etc. (they must read emails, know policies, etc.)
- Participate in multidisciplinary meetings and clinical client staffing. Prepare and present accurate clinical case presentations as necessary.
- Participate in the quality improvement committee and assist in reporting errors promptly
- Assists in client case coverage in the event of staff shortage. This includes completing any documentation that is required during the time of coverage.
- The program director supervises the therapist; however, they must communicate with the clinical coordinator for additional needs.

Reviewed with supervisor: ____________________________ Date: ________

**Evaluation under this position description due:**
- 90-day probationary review ____________________________ Annual review ____________________________

Employee signature: ____________________________ Date: ________

Supervisor signature: ____________________________ Date: ________