



PO Box 649 FORT DEFIANCE, AZ 86504 PHONE: 928.729.8000 FAX: 928.729.8269 WEBSITE: WWW.FDIHB.ORG
A FACILITY OF FORT DEFIANCE INDIAN HOSPITAL BOARD, INC.

MENTAL HEALTH TECHNICIAN

Position Description

Division:	Medical
Department:	Adolescent Care Unit
Job Code:	
Pay Grade:	\$17.75 - \$22.19/hourly
Hours/week:	40 hours/week
Type of Position:	Regular Full-time

Reports to (title):	Director of Adolescent Care Unit
Job Location:	Tséhootsooí Medical Center
Supervises:	N/A
Classification:	Non-Exempt
Effective Date:	March 28, 2010
Revised Date:	February 6, 2018

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Fort Defiance Indian Hospital Board, Inc. (FDIHB) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.

POSITION PURPOSE

The purpose of this position is to provide therapeutic mental health services, understand and implement individual treatment plans and provide a safe, supportive therapeutic environment for patients.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

Clinical:

- Assists in therapeutic conduction of individual, marital, family and group psychotherapies for adolescents.
- Provide patient care to adolescents with acute and chronic mental health problems including depression, suicide ideation, bereavement, psychotic episodes, family conflicts, substance abuse or dependence, and trauma resulting from violence or abuses of emotional, physical or sexual nature.
- Coordinates service provision to patients and consults with professional colleagues as needed to promote optimal patient care including appropriate referrals for psychiatric evaluation or medication.
- Participates in individual, group, family, and educational therapy sessions with patients.
- Works closely with other members of the total treatment team in the formulation of the total care plan for patients.
- Observes patients closely, evaluating and recording any significant behavior and reaction patterns for the behavioral health team's use in reevaluation of treatment plan. Utilizes therapeutic communication skills in all interactions. Role models de-escalation techniques and conflict resolution/management skills.
- Provides direct supervision and behavioral health interventions to patients in both the inpatient and outpatient

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settings.

- Maintains appropriate records by documenting observations and therapeutic interventions administered to patients.
- Assists the Adolescents in-daily activities, milieu management developments and leading with group focused activities, while administering therapeutic care.
- May provide clinical supervision and training to other peer mental health technicians.

Administrative:

- Participates in consultation with FDIHB personnel, health professionals, public and private resource agencies to assist patients in resolving medical, social, familial, and behavioral health problems as needed.
- Participates in and/or initiates educational, preventive, or advocacy efforts in the community on behalf of behavioral health needs of patients and the community.
- Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• One (1) year experience with adolescents in an in-patient, residential type treatment facility, healthcare or learning institution setting. |
| Education: | <ul style="list-style-type: none">• High School Diploma or General Equivalency Diploma (GED). |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Completion, or will attain, within six (6) months of starting employment a certification in American Health Association Basic Life Support and Therapeutic Crisis Intervention and maintain certification.• Knowledge and skill in diagnosis and treatment of individuals, couples, families and groups of people with acute and chronic mental health problems or mental illness in accordance with best professional practices of incumbent's discipline.• Knowledge of social implications of problems of human behavior, adjustment, and mental illness.• Knowledge of the psychological disorders as defined in the Diagnostic and Statistical Manual of the Mental Disorders (DSM-V).• Ability to understand current theories of the mental disorders and how to relate these points to a Native American understanding of mental illness.• Knowledge of the socio-cultural factors that affect the mental health of American Indian Populations and skills in the design of activities that can ameliorate the problems (i.e., community consultation, education, primary and secondary prevention).• Ability to communicate and cooperate with, organize, and motivate available community resources.• Knowledge of the roles of team members to insure that patient treatment is understood.• Able to communicate verbally, in technical writing, and electronically in a respectful and professional manner.• Able to develop, maintain, and encourage respectful, professional interpersonal relationships.• Able to utilize business phones, copy, fax, computer, shredder and applications for documentation.• May rotate on all shifts through all wards. Work is performed on a regularly assigned or |

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rotational basis to provide continuity of patient care during evenings, nights, holidays, and weekends.

- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- Some college level work in social work, mental health, or other health related field.
- Experience working with adolescents in an inpatient psychiatric setting.
- Bilingual skills in English and the Navajo language.

WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff.

Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

NAVAJO/INDIAN PREFERENCE

FDIHB, Inc. is located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo/Indian Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation will be given primary preference in hiring and employment for this position and members of other federally-recognized Indian tribes will be given secondary preference. Other candidates will be considered only after all candidates entitled to primary or secondary preference have been fully considered.

OTHER

All employees must uphold all principles of confidentiality and patient care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

REVIEWED BY	Jamie Whitehorse	TITLE	HR Information Systems Administrator
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

MENTAL HEALTH TECHNICIAN

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ACKNOWLEDGMENT

I have reviewed the content of the **MENTAL HEALTH TECHNICIAN** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Employee (printed name)

Employee (signature)

Date
