



Choctaw Behavioral Health

210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4150

JOB ANNOUNCEMENT # 548147

POSITION: Behavioral Health Intake/Referral Specialist

SALARY: Grade 12

SUPERVISOR: Program Director

JOB LOCATION: Choctaw Health Center/Behavioral Health

TYPE OF EMPLOYMENT: Regular Full-time/Exempt

OPENING DATE: MAY 04, 2022 **MAY 04 2022**

CLOSING DATE: MAY 18, 2022 OR UNTIL FILLED

SCOPE OF SERVICE AND EFFECT:

Mission Statement: *The Mission of The Choctaw Health Center is to raise the health status of the Choctaw People to the highest level possible.*

Vision Statement: *Our vision is to achieve a health community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community.*

The Intake Specialist/Referral functions under the direction and supervision of the Program Director. The Intake/Referral Specialist is responsible for scheduling and managing intake appointments, forwarding invitations based on referrals, completing intake/screenings, opening cases, documenting in the designated electronic health record system, and referring consumers to appropriate treatment modalities and providers based on findings. This position requires the incumbent to provide services based on a patient centered holistic approach to integrated care. Consumers include children, adolescents, adults, couples, and families with mental health, substance use disorders or other issues interfering with optimal functioning that might present for screening at Behavioral Health. The incumbent participates in the design of programs and service structure, quality assurance, and compliance with discipline specific standards, federal, state, and tribal requirements and the policy and procedural requirements of the Program and Department.

Duties and Responsibilities:

1. Participates as a constructive team member in all aspects of intake services and Program, Department, and Tribal functioning, serving as a role model, mentor, and trainer.
2. Takes primary responsibility in the administrative screening and referral process for all clients and

potential clients, involving where appropriate, case management and other staff to ensure a holistic multidisciplinary approach to care:

- a. *Equitable assignment of cases to specialty services: psychiatry, therapy services, and case management*
 - b. *Complete intake screenings including initial plan to engage consumer in the treatment process,*
3. Contributes to training and professional development to ensure effective service delivery.
 4. Provides timely and appropriate documentation for case records, to providers, and referral sources.
 5. Participates in and helps develop annual in-service trainings and staff development sessions to ensure up-to-date knowledge, skills, and continued personal and professional growth of the dept. and/or tribal personnel.
 6. Participates in department's on-call system and follows protocols for service delivery.
 7. Participates as a team member in all grant activities involving the delivery of clinical services and outreach activities when possible.
 8. Maintains a high degree of emotional control, tact and patience to cope with situations that involves constant change, substantial pressure, and tremendous responsibility.
 9. Performs all supervisory functions in accordance with the Mississippi Band of Choctaw Indians policy and procedures such as employee evaluations, new employee orientation, and other personnel activities, while in the supervision of supervisees of the Choctaw Behavioral Health program.
 10. Maintains a standard of professional conduct consistent with professional licensure, the division, department and tribal policies and procedures.
 11. Other duties as assigned by supervisor.

Specialty Skills:

12. **Critical Thinking:** Intake specialists must be able to understand what a person needs when coming to them in crisis or in a less than optimum state of health. Being able to find solutions through services for a myriad of issues will be necessary.
13. **Problem Solving:** Intake specialists must be able to make decisions on treatment.
14. **Attention to Detail:** Intake specialists review all of a patient's biopsychosocial history with a close-eye, so as not to miss any details important for patient care.
15. **Compassion:** Intake specialists see people during moments of trauma or crisis, where they and their family are vulnerable or in pain. Being compassionate is a must.
16. **Patience:** Being patient with people who may have trouble communicating or understanding what is happening is important.
17. **Communication Skills:** Intake specialists must be a good listeners and speakers. They communicate with patients and their families and the assigned providers.
19. **Organization:** Intake specialists often see multiple patients every day, with a myriad of needs. Keeping the intake system organized is crucial.

Physical Demand:

There are no special physical requirements for this position.

Work Environment:

The primary work setting for this position is in the Division of Behavioral Health with assignments in individual communities and off Reservation as appropriate.

Qualifications:

1. A minimum of a Bachelor's Degree in social work, psychology, counseling, or related field is required; a Master's degree is preferred.
2. Three – Five years of experience in screening, referral, and follow-up services to clients.
3. Experience in health/mental healthcare settings and knowledge and skills regarding the relationships between health and psychological issues.
4. Must have dependable transportation, state driver's license, vehicle insurance as required by state law, and must have clearance to operate Tribal vehicles. Must also have access to a telephone that is available to the on call system.
5. Must be submitted to a background check pursuant to public Law 101-630, Title IV, Indian Child Protection and Family Violence Prevention Act of 199.
6. Must provide and maintain a negative drug screen prior to beginning and maintain a throughout services.

In accordance with the Choctaw Health Center Employee Health Program, pre-employment physical examination is required and an annual exam is required while employed.

*****CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE*****

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a

waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of
Choctaw Indians Human
Resources
P. O. Box 6033,
Choctaw Branch
Choctaw, MS 3935