

SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT
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Terry Rambler
Tribal Chairman



Tao Etpison
Tribal Vice-Chairman

AMENDMENT NO. 3

The amendment is issued to amend the Conditions of Employment, all other information remains the same.

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#21-108	August 15, 2022	Open Until Filled
POSITION TITLE AND DEPARTMENT	SALARY	
Behavioral Health Technician (4) Wellness Center	DOE	

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE
(Applications must be received in the Human Resources Office by close of business on the closing date)

CONDITIONS OF EMPLOYMENT:

- Four (4) Regular Full-Time positions. (non-exempt)
- Applicant must be a minimum of twenty-one (21) years of age.
- Applicant must have a valid driver's license. Applicant must have a safe driving record. Safe driving record is defined as no more than three (3) serious moving violations and no convictions for DUI within the past five (5) years. Applicant will be subject to a five (5) year motor vehicle records check. **Failure to reveal driving records may be grounds for not hiring or termination after hire.**
- Applicant must be able to submit a thirty-nine (39) month Motor Vehicle Report upon hire.
- Applicant must be able to obtain a First Aid/CPR certificate within ninety (90) days of employment.
- Applicant must have a Behavioral Health Technician certification or must be able to obtain certification within ninety (90) days of employment.
- Work schedule: Applicant shall be required to work on various shifts according to program needs and may be required to work on weekends, overnight and some holidays as needed.
- Applicant must not have been convicted of any alcohol or drug abuse in the past two (2) years.
- Applicant will be subject to and pass a Federal, State, County and Tribal Background Check. **Note: Applicants must meet this requirement by completing Item No. 15, on the Application for Employment.**
- Applicant **must** complete a "Child Care & Indian Child Care Worker Position" form to determine your suitability for tribal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment with the San Carlos Apache Tribe. **If you make a false statement in any part of your application, you may not be hired or you may be terminated after you begin work.**
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

DUTIES AND RESPONSIBILITIES:

As the Behavioral Health Technician under the direct supervision of the Clinical Director or designee and the general oversight of the Program Manager, the Behavioral Health Technician shall provide services to participants and to families, including supportive outreach services, case management, comprehensive peer recovery support, educational groups and resource development. Complete demographic interview and intake to register clients with the program. Provide initial orientation to facility and available services. Work closely with program coordinator to assess the need for additional services in order to refer and assist clients in connecting with recommended services. Conduct home visits and follow-up phone calls/letters as needed to coordinate services and help with the provision of services to program participants. Complete progress notes and billing logs in a timely manner. Assist in Wellness Center education and prevention activities to support healthy living and overall wellness. Maintain working relationships with other agencies and act as a liaison/advocate for the client with other programs/providers to develop specialized services across agencies as appropriate. Participate in interdisciplinary team meetings and document all client contacts/progress in clients' file. Protect and maintain client confidentiality. Attend staff meetings and clinical trainings. Participate in the recruitment of program participants as needed. Perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Basic Requirements:

Successful completion of a course of study in an accredited two (2) year college that lead to a AA/AAS degree in Social Work, Psychology, Human Services or closely related field. **NOTE: Applicant must submit a copy of all college transcripts and/or degree to meet positive education requirements.**

OR;

Candidates must have had two (2) years of specialized experience. Specialized experience is experience in case management, behavioral health (physical and mental health) programs in a clinical setting duty OR; a combination of education and training in a job-related field. **Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".**

Physical Requirement: Must be in good physical condition to perform manual labor that may include moderate lifting, use of a computer, and driving for extended periods of time.

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge of outreach and case management.
2. Knowledge of developmental disabilities and mental illness.
3. Knowledge of available resources in the community for clients.
4. Knowledge of the social, educational and economic conditions of the San Carlos reservation community.
5. Knowledge of policies and procedures and support organization goals and values.
6. Knowledge of computer programs and its applications in report writing and data log keeping.
7. Ability to communicate effectively with clients, staff and others.
8. Ability to manage difficult or emotional situations with clients, stay calm in crisis situations and show good judgment.
9. Ability to deal with frequent change, delays or unexpected work.
10. Ability to plan, organize and prepare client curriculum, progress notes, and required reports.
11. Ability to exhibit sound and accurate judgment by including appropriate people in decision-making process.
12. Ability to be organized, have good social skills, and keep accurate records giving attention to detail.
13. Ability to maintain professionalism and a strict standard of confidentiality.

OTHER IMPORTANT INFORMATION:

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
- All material submitted for consideration under this announcement becomes the property of the Human Resources Department and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
- Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.
- **INDIAN PREFERENCE:** It is the goal of the San Carlos Apache Tribe to employ as many tribal members as possible in tribal positions. Therefore, all other qualifications being equal, tribal members will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:
 1. Enrolled member of the San Carlos Apache Tribe with Veteran's Preference
 2. Enrolled member of the San Carlos Apache Tribe (SCAT)
 3. Native American spouse of an enrolled SCAT member or Native American parent of enrolled SCAT member
 4. Other Native American
 5. Non-Indian spouse or Non-Indian parent of enrolled tribal member

