

**NORTHERN CHEYENNE TRIBE  
TRIBAL BOARD OF HEALTH  
JOB ANNOUNCEMENT - REVISED**

**POSITION: Licensed Psychologist (3 POSITIONS)**

**WAGE: \$35.00 PER HR**

**DEPARTMENT: Behavioral Health**

**ACCOUNTABLE TO: Behavioral Health Manager**

**CLASSIFICATION: Regular Full-time, Covered, Exempt**

**OPENING DATE:**

**CLOSING DATE: (Open Until Filled)**

**How To Apply:** Submit complete application materials set which includes:

**Your Letter of Application** describing your interests in outpatient Licensed Psychologist Position. Include a clear description of your behavioral health service-provision competencies, areas of proficiency, training (including past three years Continuing Education), supervision received and experience. Please specifically address your working knowledge and experience in planning, carrying out and documenting episodes of clinical care to individual persons which meet professional standards and third-party billings requirements.

**Your Resume.** Include a continuous time line of all positions held since you began professional training detail specific duties and provide the name of your supervisor(s).

**Three (3) Reference Letters:** Have your letters of reference mailed directly to the address below and clearly identifying you as a candidate for this position. Each letter must be from a licensed mental health professional who has had the opportunity to closely observe or supervise your clinical service provision since you began your professional training and work experience.

**Additional items:** If you are claiming Indian preference, include your Tribal certification. Veterans claiming Veteran's preference include DD214.

**Photocopy of your current active psychologist license(s).**

**Certified copies of all transcripts** from each college and graduate school attended. Send materials –clearly marked with reference to “Licensed Psychologist Position” to:

**Northern Cheyenne Tribe,  
P.O. Box 128,**

**attention: Human Resources Office,  
file: Behavioral Health Psychologist Position  
Little Wolf Capitol Building,  
Lame Deer, Mt. 59043**

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED**

**SUMMARY OF WORK:** Provide direct professional psychological mental health services to beneficiaries in an outpatient setting. Conduct psychological evaluations using generally accepted techniques of professional psychology. Services include individual, couple, family and group mental health and psycho-educational services, diagnostic mental health evaluations psychological assessment of individuals needing to qualify for various outpatient and residential treatment programs, involuntary commitment examinations, and consultation with medical staff regarding psychological aspect of medical care. Direct services include a wide range of Current Terminology and Procedure (COT), mental health diagnostic and treatment services across a full range of DSM-5 (Diagnostic and Statistical Manual)/ICD-10 diagnostic categories. The Licensed Psychologist provides empirically-supported clinical services and learning opportunities to assist beneficiaries in developing and utilizing coping skills for issues such as transgenerational trauma and racism, domestic violence, coexisting chemical dependency and mental health issues, parenting and recovery from trauma. As assigned, the Licensed Psychologist participates in multidisciplinary teams of health care, social and legal agency and educational institutions.

**JOB CHARACTERISTICS:**

**Nature of Work:** The Licensed Psychologist serves as a mental health psychologist providing a broad range of mental health services to child, adolescent and adult Northern Cheyenne's and other beneficiary clients. Services include individual, family and group psychological services utilizing empirically-supported methods to meet the needs of beneficiary community members.

The Licensed Psychologist also collaborates with medical providers to assess and treat individuals with mental disorders. Consultation and collaboration with medical staff about the use and effectiveness of medical therapies as part of clients' care is integral to the position.

The Licensed Psychologist administers and interprets psychological tests both objective standardized assessment and projective instruments as appropriate for the care of clients. Psychological assessment reports are written for as needed for client care and –at time- for a varied professional and lay-person readership. When appropriate or legally mandated,

the Licensed Psychologist engages in reporting and/or collaboration with Tribal, State and Federal agencies and programs.

The work is active office work with a variety of individuals seeking mental health or related services. Both sedentary tasks, such as sitting and listening attentively and very active tasks demanding high-levels of mental effort and observation (e.g. when administering psychological tests to individuals with active mental illness and entry of sensitive information into electronic clinical data bases) are required. Recording of observations, documentations of activity, with acute and sustained attention to all applicable laws governing beneficiaries' civil rights as patient (especially including confidentiality), require continuous vigilance and the application of a substantial body of expert knowledge.

**Personal Contacts:** The Licensed Psychologist must be culturally sensitive to the Northern Cheyenne people. The Licensed Psychologist has daily clinical and information contacts with beneficiary clients who require a high degree of sensitivity to their individual needs. .

Daily professional contacts include professional collaboration and consultation with physicians, nurses and other medical staff, law enforcement and social agency professional and para-professional staff.

**Supervision Received:** Supervision is provided by the Behavioral Health Manager.

**Supervision Exercised:** As delegated by the Behavioral Health Manager.

**Essential Functions:** The Licensed Psychologist carries out varied clinical tasks in a manner reflecting prevailing standards of clinical practice. Communication via telephone, written reports and chart entries, and in-person communication is carried out with a high degree of accuracy and sensitivity. Maintains an active caseload and documents professional activity using standard written or electronic clinical record keeping tools is a continuous job function. The Licensed Psychologist follows all Federal, State and Tribal laws regulating the practice of psychology in a clinical setting.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:** Each essential function above is carried out with continuous quality as reflected in the written documentation of services. Productivity standards are assessed utilizing data coded by the Behavioral Health manager as summarized in output from the RPMS system. Maintaining active clinical privileges and credentials within the Indian Health Service Unit as an allied health professional is a required benchmark. Periodic quality assurance activity by area Indian Health Service mental health consultants as well as peer review of cases at weekly staff meetings and supervisory review of clinical activity and other projects provide a basis for qualitative analysis of work.

Must follow current Behavioral Health scope of work and policy and procedures as maintained by the Northern Cheyenne Tribal Board of Health as well as policy and procedures of the Northern Cheyenne Tribe.

### **JOB REQUIREMENTS:**

**Knowledge:** Detailed professional-level knowledge of the scientific and applied-clinical basis of psychological practice is required.

**Skills:** Interpersonal and personal skills are sufficient to maintain continuous collaborative relationships with other professionals and clinical roles as a treating therapist and evaluator are essential. Detailed professional-level knowledge of the scientific and applied-clinical basis of psychological practice is required.

- Knows and understands HIPPA policies and performs duties according to these.
- Maintains confidentiality at all times. If information is to be shared, understands the paperwork and completes this with the client to enforce confidentiality.
- Performs psychological/psych educational evaluations consisting of objective standardized assessments and projective assessments. Is capable of scoring and interpreting these assessment and integrating them into cohesive reports appropriate to the referral questions.
- Performs neuropsychological screening (preferred).
- Learns new psychological instruments and score/interpret and utilize these effectively.
- Performs individual/couples/family and group counseling without the need for supervision and maintain notes and enforce confidentiality in these areas.
- Functions effectively in ER room to assess and triage clients and to assist ER staff in making decisions regarding clients in crisis.
- Keeps abreast of evidence-based research and correctly apply in therapeutic interventions based on this research.
- Functions as a Certified Mental Health Professional person as needed for involuntary commitments. Understand (MCA) Montana Code Annotated 2015; Statute Title 53-21-101 through 52-21-198

**Abilities:** The ability to be tolerant while working at a sustained high level of exposure to traumatic content and client distress is essential. Conveying sensitivity and understanding to distressed clients is essential. The ability to set limits and take appropriate action to limit or prevent dangerous behaviors on the part of clients (in conjunction with medical and law enforcement personnel whenever feasible) is essential. Maintaining objectivity and adherence to scientific methods of clinical assessment and clinical intervention is essential. Professional level skills in memory, judgement, organization and execution of clinical protocols are essential.

**EDUCATION AND EXPERIENCE:**

- Must have completed a psychology doctoral program at an accredited institution and have completed a post-doctoral internship.
- The candidate must hold a current, unrestricted license to practice the profession of psychology in the state of Montana or have this license before the date of hiring. Minimum of (1) year related experience.

**FURTHER REQUIREMENTS:**

- Credentialing and active membership status as an allied professional in the local Indian Health Service medical staff is required as well. Credentialing process is conducted by the Lama Deer Indian Health Service Credentialing Coordinator.
- Credentialing process is also conducted by the Northern Cheyenne Tribal Board of Health Business Office Manager.
- Background check is also required and conducted by both Northern Cheyenne Tribal Board of Health and Indian Health Service.

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