



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CA 93258

PHONE: (559) 784-2316 • FAX: (559) 553-0836

**EXTERNAL JOB POSTING**

<b>POSITION:</b>	<b>LCSW/ LMFT</b>
<b>POSTING DATE:</b>	<b>June 2, 2025</b>
<b>CLOSING DATE:</b>	<b>OPEN UNTIL FILLED</b>
<b>NUMBER OF OPENINGS:</b>	<b>1</b>
<b>RATE:</b>	<b>\$110,000.00 STARTING ANNUAL DOE</b>
<b>STATUS:</b>	<b>FULL-TIME/EXEMPT</b>

**IN ORDER TO BE CONSIDERED FOR THE OPEN POSITION, A COMPLETED APPLICATION MUST BE SUBMITTED BY THE CLOSING DATE STATED ABOVE.**

**TO OBTAIN A COPY OF THE JOB DESCRIPTION AND JOB APPLICATION, PLEASE VISIT [WWW.TRIHCI.ORG](http://WWW.TRIHCI.ORG)**

**PLEASE SEND COMPLETED APPLICATIONS TO [HUMAN.RESOURCES@CRIHB.ORG](mailto:HUMAN.RESOURCES@CRIHB.ORG)**

IN ACCORDANCE WITH INDIAN PREFERENCE STATUTES DEFINED IN USC TITLE 25, SECTION 472, PREFERENCE IN FILLING VACANCIES AT TRIHCI WILL BE GIVEN TO QUALIFIED INDIAN CANDIDATES WHO SUCCESSFULLY VERIFY THEIR ELIGIBILITY (BIA FORM 4432, A CERTIFICATE OF INDIAN BLOOD, OR OTHER DOCUMENTATION MAY BE REQUIRED). WITHIN THE SCOPE OF INDIAN PREFERENCE LAWS, TRIHCI DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER CHARACTERISTIC PROTECTED BY LAW IN MAKING EMPLOYMENT DECISIONS OR PROVIDING SERVICES.



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## POSITION DESCRIPTION

### LICENSED CLINICAL SOCIAL WORKER (LCSW)/Licensed Marriage and Family Therapist (LMFT)

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**Reports To:** Director of Behavioral Health/ CEO

**FLSA Status:** Exempt

**Revised Date:** May 2, 2025

**Student Loan Repayment Eligible:** Yes

**Prepared By:** Human Resources

**Salary Grade:** Starting \$110,000/year, DOE

**Board Approval:** July 5, 2023

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**POSITION SUMMARY:** The LCSW/LMFT is licensed by the state to deal with wide variety of complex plans of treatment for clients. He/She will possess a strong background in social work and mental health counseling, with a focus on providing therapeutic support to individuals across various age groups, including elderly. He/She manages a complex caseload providing assessment, diagnosis, prognosis, and psychotherapeutic treatment for clients of the Tule River Indian Health Center, Inc. (TRIHCI). The LCSW/LMFT will preferably provide oversight to any ACSW/AMFT. The LCSW/LMFT provides various forms of mental health education and consultation services to clients, client's families, staff, managers, and other agency stakeholders. He/she should be sensitive to the needs of the Native community, its cultures, traditions, behavior patterns, and background. He/she should be familiar with the goals and objectives of the Tule River Indian Health Center, Inc. and express a genuine commitment for its goals and ongoing success.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Conduct comprehensive assessments of clients' mental health and social needs
2. Develop and implement individualized treatment plans based on client assessments
3. Provide therapy and counseling services to individuals, families, and groups
4. Maintain accurate medical documentation in compliance with regulatory standards
5. Collaborate with multidisciplinary teams to coordinate care
6. Current knowledge of social services/mental health care programs/operations procedures
7. Screens individuals for mental health, substance abuse, and anger management issues, etc.
8. Determines other related service needs at client request
9. Makes appropriate referrals to clinical psychologists, physicians, and psychiatrists
10. Accurate in routine mathematical computations, proper grammar, punctuation, and spelling
11. Prepares and proofreads routine correspondence
12. Responsible for all documents pertinent to provision of LCSW/LMFT services
13. Oversees the services of ACSW/AMFT, within the scope of eligibility
14. Other duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Proficient in mental health counseling techniques and therapeutic modalities
2. Experience working preferably with Medicare, Medi-Cal, diverse and/or Native American population
3. Strong assessment and diagnostic skills
4. Knowledge of behavioral health and the skills to assess mental health functioning, high risk behaviors, depression, anxiety, trauma, or other conditions
5. Knowledge and understanding of the influence of cultural and spiritual values

6. Knowledge and skills to provide psychosocial care appropriate to the age-specific needs
7. Knowledge of any electronic health record system is preferred
8. Demonstrate superior customer service and people skills, being able to respond to the immediate needs of patients or supervisors
9. Knowledge of 638 or IHS Contracting Program and organizational structure, tribal involvement, and clerical support services
10. Demonstrate the ability to work independently in carrying out assignments while remaining reliable and dependable.
11. Should demonstrate the ability to maintain accurate records and preparing clear and accurate reports for informational, auditing, and operational use, including capacities for attention to detail and for reviewing and verifying accuracy of data
12. Demonstrate the competency and integrity to maintain the confidentiality of organizational, employee, and client records
13. Knowledge of safety regulations as they apply to a clinical setting
14. Ability to work flexible hours as needed
15. Ability to demonstrate strong interpersonal skills and the ability to interact effectively with a variety of individuals
16. Ability to work independently in carrying out assignments while remaining reliable and dependable
17. Ability to understand and integrate behavioral health principles with clients and professional staff
18. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization

#### **QUALIFICATIONS:**

1. Possess a Valid California Driver's License and be insurable with the Tule River Indian Health Center Inc. insurance agency
2. Must pass pre-employment drug & alcohol test
3. Must pass pre-employment physical and pass background check
4. Must provide an updated DMV printout upon hire
5. Must have a working home/cell phone for immediate contact
6. Must maintain a professional appearance and attitude
7. Must abide by vehicle policies and procedures and report vehicle incidents to immediate supervisor in a timely manner
8. Must maintain absolute confidentiality regarding patients per HIPAA and TRIHCI policies
9. Must possess medical terminology (experience)
10. Ability to demonstrate basic levels of computer literacy, with a functional understanding of Microsoft Windows Operating Systems in an office setting
11. Familiar with entering data into a healthcare database program
12. Must have effective oral and written communication skills (typing 40 wpm), being able to effectively reach diverse populations and entities
13. Must have the ability to maintain accurate records and preparing clear and accurate reports for informational, auditing, and operational use, including capacities for attention to detail and for reviewing and verifying accuracy of data.
14. Maintain confidentiality in the workplace and when transporting patients.
15. Must possess good communication skills, be able to effectively communicate with diverse populations, and be willing to convey responsibilities to patients.
16. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473).

#### **EDUCATION AND/OR EXPERIENCE:**

1. Master's degree in Social Work or Marriage and Family Therapy from a regionally accredited college or university;
2. Licensed as a Clinical Social Worker or Licensed Marriage and Family Therapist in California to practice unsupervised;
3. Three months of verifiable experience as a LCSW/LMFT is preferred (to include new graduates and experienced clinicians).
4. One year of verifiable supervisory experience is preferred

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

1. Master's degree in Social Work or Marriage and Family Therapy from a regionally accredited college or university;
2. Licensed as a Clinical Social Worker or Marriage and Family Therapist, in California to practice unsupervised;
3. Valid NPI number for billing purposes or be able to obtain an NPI number within 90 days of hire.
4. Possess a Valid California Driver's License and be insurable with the Tule River Indian Health Center Inc. insurance agency.
5. Possess valid First Aid/CPR certification at the BCLS level or obtain within 3 months of hire.

TRIHCI maintains a drug- and alcohol-free workplace, and all offers of employment are contingent on the successful completion of a criminal background check, a post-offer drug test and physical, and TB test, and verification of each candidate's right to work in the United States.

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**PHYSICAL WORK ENVIRONMENT:** *The description provided here is representative of those conditions in which the LCSW/LMFT will be required to perform the essential functions of this position. As stated earlier, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

While performing the duties of this position, the LCSW/LMFT is situated in a standard office environment within the health center as well as in a vehicle to travel through the community; there is little exposure to variations in the weather or other similar elements. The LCSW/LMFT will primarily be stationed in the Behavioral Health area of the health center, in the community or on transport but will also move about the health center to meet with physicians, patients, and co-workers. Consequently, the LCSW/LMFT must:

1. The noise level in the work environment is usually moderate.
2. While performing the duties of this Job, the employee is regularly required to sit and lift.
3. This position requires occasionally lifting and/or moving a minimum of 35 pounds.
4. Ability to work in local weather conditions, assignments will vary from interior and exterior work.
5. Possess the mobility to work in a standard office setting (i.e. walk, stand, or sit for extended periods of time).
6. Posses the ability to use standard office equipment to write, type, copy, fax, or perform other duties.
7. Possess the strength to lift and carry supplies weighing up to 35 lbs. repeatedly and up to 50 lbs. intermittently.
8. Possess the visual acuity to read printed materials and a computer screen.
9. Demonstrate hearing and speech capabilities that allow him/her to communicate in person and over the telephone as required.

The clinical setting at TRIHCI is categorized by OSHA as a Blood-borne Pathogen Category I facility. Consequently, there exists the potential for exposure to blood, body fluid/tissue, and infectious wastes. There also exists the potential for exposure to chemicals, biologicals, toxicants, and irradiants found on-site.

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**DISCLAIMER:**

*This position description lists the major duties and requirements for the LCSW/LMFT position as established by subject-matter experts and the Human Resources Manager at the time of this document's creation. This position may require additional performance of duties and responsibilities beyond those outlined in this document, and thus may require additional sets of knowledge, skills, and abilities not fully articulated herein.*

**Employee Affirmation:**

*I have thoroughly read the attached position description for the position of LCSW/LMFT. Any verbal explanations that I have requested concerning the information in this position description have been provided to me to my satisfaction. I subsequently affirm that I am qualified to occupy this position with TRIHCI and I agree to perform the duties and responsibilities outlined therein.*

Employee Name (printed)
Employee Signature
Date