**Position Title:** Behavioral Health Counselor  
**Immediate Supervisor:** Licensed Mental Health Specialist  
**Department:** Health  
**Employment Status:** Exempt  
**Mandatory Reporter:** Yes  

**Opening Date:** Wednesday, February 10, 2021  
**Closing Date:** Wednesday, February 24, 2021 by 5:00 p.m.

Preference shall be given in accordance with the Title 33 (Tribal Employment Rights) of the Tribal Code/DFWP.

**Education/License/Certification and Experience Requirements**

- Must possess valid licensure in area of counseling, social work, or psychology.
- Must meet the License Qualifications and be eligible to bill in counseling, social work or psychology.
- Three (3) years of employment experience in counseling or mental health service required.
- One (1) year of employment experience in a confidential office setting required.
- Must maintain current professional licensure in Basic Life Support (BLS) or obtain licensure within ninety (90) days of official date of hire in this position.
- Must possess certification of "Mandatory Reporter Training" or obtain certification during the first week of employment.
- Employment experience working with electronic medical records preferred.
- Employment experience in a medical field working with the public preferred.

**Skills Required**

- Absolute confidentiality, adhering to HIPAA guidelines and the Privacy Act.
- Able to communicate verbally in a tactful, effective manner.
- Must have a working knowledge of computers and the ability to work in a Windows environment with various software programs such as Microsoft Office software and etc.
- Excellent time and resource management skills
- Must possess excellent written and verbal communication skills
- Ability to work in a high-performance, fast-paced, high-pressure environment.
- Must be able to work independently and as a team environment and independently.
- Must possess character that earns the confidence of the patients and community and minimizes public criticism and complaints.
- Must be people oriented and relate well to people from diverse backgrounds.

**Additional Requirements**

- Ability to work odd and irregular hours, as needed.
- Must successfully pass the required criminal and character background check.
- Must travel and participate in required training, leadership development, and other events.
- Ability to accurately and successfully perform all duties and responsibilities of this position.

Every applicant must complete an application provided by Human Resources. Human Resources is located in Building 500. A resume will not be accepted in the place of an application. Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government. **Please note ALL individuals selected for employment are required to complete a background investigation. Individuals being placed in positions designed as child-sensitive or data-sensitive must successfully complete a background check prior to employment.**