



ORGANIZED VILLAGE OF KASAAN
Human Resources Department

JOB TITLE: Community Behavioral Health Manager

POSTING DATE: Friday, October 11, 2024,

Postings will remain open for 10 business days,

CLOSING DATE: Friday, October 25, 2024

Posting closes at the end of the listed business day

Kasaan members and residents, who would like to be notified of postings as they come open, may submit their phone number for a text or their email to the OVK offices to be placed on the Job Posting Notification list.

OUR MISSION

The Organized Village of Kasaan is committed to promoting, preserving, and protecting indigenous Haida identity and values for our elders and youth. We look to the future in unity, by developing economic opportunities, promoting education, and utilizing our cultural, natural, and social resources.

OVK's SOUTHEAST TRIBAL VALUES "OUR WAY OF LIFE"

1) Discipline and Obedience to the traditions of our Ancestors, 2) Respect for Self, 3) Elders and Others, 4) Respect for Nature and Property, 5) Patience, 6) Pride in Family, Clan, and Tradition is found in Love, Loyalty, and Generosity, 6) Be Strong in Mind, Body, and Spirit, 7) Humor, 8) Hold Each Other Up, 9) Listen Well and with Respect, 10) Speak with Care, 11) We are Stewards of the Air, Land, and Sea, 12) Reverence for Our Creator, 13) Live in Peace and Harmony, 14) Be Strong and Have Courage.

Job Status: Full-Time

Exemption Status: Exempt

Job Shift: Day / As Needed

Job category:

Job Location: Kasaan, AK

Work Travel: Up to 10%

Reports To: Tribal Administrator

Grade Level: GS-9

Supervises: Yes

POSITION SUMMARY

The Community Behavioral Health Manager, as a valued addition to the Organized Village of Kasaan (OVK). The position will be responsible for advocating and providing professional assistance and emotional support to all OVK staff, and their families in recovery. Foster constructive and cooperative relationships with all Tribal Citizens, OVK colleagues, staff, and management. Gather information from various sources to inform your daily decision-making. Professionally communicate effectively with Tribal Citizens, management, colleagues, and staff of the OVK.

PRIMARY RESPONSIBILITIES:

ESSENTIAL DUTIES

The essential duties of the Community Behavioral Health Manager typically revolve around counseling and assisting Tribal Citizens, staff, community members and family members with the OVK.

Overall, the Community Behavioral Health Manager plays a critical role in driving the successful planning, execution and understanding of cultural, social, and historical factors that influence mental health, while contributing to the organization's mission and objectives.

KNOWLEDGE, SKILLS, AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Counsel Tribal Citizens, staff, community members, and family members of the OVK in individual or group sessions to assist them in dealing with substance abuse, mental or physical illness,

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- poverty, unemployment, or physical abuse.
- Collaborate with other medical providers to plan or coordinate treatment, drawing on social work experience and patient needs.
- Function as a case manager and community resource hub for OVK staff, community members, and family members.
- Develop, recommend, and review treatment goals and plans with OVK staff, community members, and family members.
- Assist Tribal Citizens, staff, community members, and family members of the OVK in developing skills and behaviors necessary to recover from their addiction or modify their behavior.
- Work with Tribal Citizens, staff, community members, and family members of the OVK to identify behaviors or situations that interfere with their recovery.
- Recognize the importance of treating the whole person (mind, body, spirit) and acknowledging deep connection to tribal values, land and relationships with others including family, clan and Tribe both in and out of group sessions.
- Refer Tribal Citizens, staff, community members, and family members of the OVK to community resources for housing or treatment to assist in recovery from mental or physical illness, following through to ensure service efficacy.
- Monitor, evaluate, and record client progress with respect to treatment goals.
- Interview clients, review records, conduct assessments, or confer with other professionals to evaluate the mental or physical condition of clients or patients.
- Modify treatment plans according to changes in client status.
- Assist clients in adhering to treatment plans, such as setting up appointments, arranging for transportation to appointments, or providing support and conducting recovery groups.
- Educate Tribal Citizens, staff, community members, and family members of the OVK about mental or physical illness, abuse, medication, or available community resources.
- Counsel or aid Tribal Citizens, staff, community members, and family members of the OVK to assist them in understanding, dealing with, or supporting the client or patient.
- Increase social work knowledge by reviewing current literature, conducting social research, or attending seminars, training workshops, or classes.
- Plan and conduct programs and group sessions to prevent substance abuse, combat social problems, or improve health or counseling services in community.
- Advise on social policy and assist the community in development of knowledge and programs.
- Complete behavioral health assessments and connect Tribal Citizens, staff, community members, and family members of the OVK to available resources.
- Deep understanding of Native Alaskan cultures, traditions, and values, with the ability to integrate this knowledge into behavioral health practices.
- Experience and willingness to engage in continuous learning about historical and ongoing impacts of colonization, historical trauma, and systemic issues facing Native Alaskan communities.
- Willingness to participate in community events and ceremonies as a way of building relationships and understanding the community's needs.

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POSITION REQUIREMENTS

- Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures, and their history and origins.
- Knowledge of different philosophical systems and religions. This includes their basic principles, values, ethics, ways of thinking, customs, practices, and their impact on human culture.
- Knowledge to accurately use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Knowledge to determine how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Skills to be aware of others' reactions and understanding why they react as they do.
- Skills to identify complex problems and review related information to develop and evaluate options and implement solutions.
- Skills to professionally adjust personal actions in relation to others' actions.
- Skills to actively looking for ways to help people.
- Skills is appropriately persuading others to change their minds or behavior.
- Skills in considering the relative costs and benefits of potential actions to choose most appropriate.
- Skills in proficiently managing one's own time and the time of others.
- Ability to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Ability to professionally convey accurate information effectively.
- Ability to correctly monitor/assess performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Ability to select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Ability to bringing others together and try to reconcile personal differences.
- Ability to understand the implications of new information for both current and future problem-solving and decision-making.

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- Ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.
- Ability to understand written sentences and paragraphs in work-related documents.
- Ability to Communicate effectively in writing as appropriate for the needs of the audience.
- Ability to read and understand information and ideas presented in writing.
- Ability to listen to / understand information / ideas presented through spoken / written words
- Skills in teaching others how to do something.
- Ability to communicate information and ideas in speaking so others will understand.
- Ability to identify and understand the speech of another person.
- Ability to come up with a number of ideas about a topic.
- Ability to apply general rules to specific problems to produce answers that make sense.
- Ability to combine pieces of information to form general rules or conclusions (includes finding relationship among seemingly unrelated events).
- Ability to generate or use different sets of rules for combining, grouping things in different ways.
- Ability to arrange things or actions in a certain order / pattern according to a specific rule set.
- Ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- Ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- Ability to see details at close range (within a few feet of the observer).
- Ability to concentrate on a task over a period of time without being distracted.
- Ability to move to or travel daily to Kasaan to provide services.

Overall, a successful Community Behavioral Health Manager should possess a combination of technical expertise, interpersonal skills, and leadership abilities to effectively plan, manage, and execute this position in alignment with OVK organizational mission, values, and goals.

PREFERRED EDUCATION / EXPERIENCE / QUALIFICATIONS

- Bachelor's / master's degree in social work, psychology, counseling, or a related field.
- Licensed or Certified as a Community Behavioral Health Manager , Social Worker, Counselor, or equivalent in AK.
- Specific licenses might include LCSW, LPC, or LMFT.
- Specialized Training or Certification in culturally responsive practices for Native Alaskan and/or Indigenous populations
- Strong understanding of tribal governance, sovereignty, and cultural sensitivity
- Proficiency in Microsoft Office Suite and experience with behavioral health software/databases
- Ability to work independently with minimal supervision and collaborate effectively with a team
- Experience working with Native Alaskan communities or Indigenous populations, with a strong understanding of cultural, social, and historical factors that influence mental health.
- Experience with trauma-informed care, substance abuse treatment, and crisis intervention.

MINIMUM QUALIFICATIONS

Relevant professional experience may be substituted for a bachelor's degree on a case-by-case basis, particularly if the candidate has demonstrated significant expertise and success in behavioral

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health management, or related fields within tribal or nonprofit organizations

SUPERVISORY CONTROL

Position will supervise the Peer Support employees and help develop Behavioral Health programs.

REQUIRED COMPETENCIES

- Ethical - Demonstrate conduct conforming to the highest-level set of values / accepted standards.
- Honest / Acts with Integrity - Be truthful and credible in the workplace with coworkers as well as with vendors and the public.
- Active Listener - Actively attend to, convey, understand the comments and questions of others.
- Accountable - Accept responsibility and account for his/her actions.
- Confidential - Ability to maintain the upmost confidential information.
- Good Communicator – Communicate effectively with others orally and in writing.
- Detail Oriented – Ability to pay attention to the minute details of a given project or task.
- Respect Diversity – Work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Empathetic – Appreciate and be sensitive to the feelings of others.
- Interpersonal – Get along well with a variety of personalities and individuals.
- Organized – Possess the trait of being organized, follow a systematic method of performing a task.
- Reliable – Be dependable and trustworthy.
- Leader – Within the scope of your position, influence and ensure others perform their jobs effectively and to be responsible for making decisions.

BENEFITS

Benefits package could include personal time off (PTO) (accrual rate determined by years of service), medical, vision, dental, life, disability insurance, 401k and/or Professional development opportunities.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, employees will be required to:

- Stand, talk, hear, use hands and fingers to operate a computer and telephone keyboard as well as reach, stoop, kneel, and sit for long periods of time.
- Must be able to safely lift up to 50 lbs.
- Specific vision abilities required by this job include close vision requirements due to computer work; and distance vision requirements when driving/traveling.
- Ability to sit at a computer terminal for an extended period of time.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, employees may be exposed to the following:

- Exposure to moderate noise levels such as office equipment and foot traffic.
- Working in a confined office space and in close proximity to others.

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- Working with others in a public setting.
- The majority of work will be done indoors.
- Occasional travel may involve exposure to weather conditions such as rain, snow, heat, etc.

NATIVE PREFERENCE:

It is the policy of OVK to exercise preference to Alaska Natives/American Indians in hiring, compensation, assignments, training, and promotions. Native applicants seeking employment with OVK must provide proof of their tribal enrolment or documentation that they are a member of a federally recognized Tribe before Native preference can be applied.

Native applicants who meet the minimum qualifications of a job description may be offered employment before a non- Native who meets the minimum qualifications is offered employment.

POLICIES:

The employee will need to know, understand, and abide by the following policies: Nature of Employment and "At Will" Employment, Business Ethics and Conduct, Confidentiality, Workplace Violence Prevention, Drug and Alcohol Use, Sexual and Other Unlawful Harassment and Public Representation of OVK. If there are ever any questions, you will need to bring them up with your department management and human resources.

NOTIFICATION:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain nor is it to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Nothing contained herein is intended to create, or shall be construed as creating, an express or implied contract or guarantee of employment for a definite or indefinite term.

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