

**Burns Paiute Tribe**  
**Family Mental Health Services Manager**

<b>Job Title:</b>	Family Mental Health Services Manager
<b>Department:</b>	Social Service Department
<b>Reports to:</b>	Social Service Director
<b>FLSA Status:</b>	Exempt-Full Time
<b>Opens:</b>	04/08/2025
<b>Closes:</b>	Open till filled
<b>Salary:</b>	GS 9 DOE

### **POSITION SUMMARY**

The Family Mental health Service manager acts in a key role of supportive leadership within the Burns Paiute Tribe who will assist the Social Services Director to provide assistance and event coordination of social services events and projects. The manager will oversee all contract positions, telehealth, and other contracted mental health providers. The manager provides guidance and support to Social Services Director in areas of, supervision of the Alcohol Counselor(s), strategy development, program planning, having direct contact with funding mental health agencies such as, ODHS, ODE, NWIAHB and Federal Agencies as well. The manager is responsible to prepare quarterly, bi-annual and annual program reports. The manager will work with the tribal accounting department to see that accounting reports are distributed to funding agencies. The manager will assist the Director participate in the LICWAC monthly meetings made up of County and tribal staff to review the needs of tribal children. The manager will routinely meet with and coordinate with local, regional, state and national providers to assure the tribe's position on social services is heard. The manager is expected to be able to design and organize community events for youth and adults. The manager will maintain confidentiality of all clients and comply with the social services policies and procedures manual.

### **DUTIES and RESPONSIBILITIES**

- Supervision of all mental health and Alcohol and Drug Staff.
- Responsible for the operations of the Family Mental Health Services within the Social Services to include, operational planning, grant and contract award management, funding compliance grants and contracts assigned to the Family Mental health Manager's position.
- Assist in recruitment of applicants for social services positions.
- Maintain and update procedures for mental health programs and other programs assigned.
- Assists with program referrals (client who may need additional services or services not provided by the Burns Paiute Mental Health program) to other agencies.
- Assists the Director to make staff and program evaluations.
- Regularly reviews all mental health cases, reports findings to the Director and monitors program adherence to tribal, local, state, federal, and private guidelines or regulations.
- Will be responsible for efficient and effective utilization of Family Mental Health program resources.
- Manage Telehealth clientele.

- Manage on-site visits by therapists and Mental Health Specialists who conduct activities on the Reservation.
- Provide assistance to co-manage the Equine Therapy Program
- Will employ the use of Tribal Best Practices.
- Assist in preparing the Social Services Annual Operating Plan.
- Ensure workplace safety guidelines are followed.
- Must be able to maintain a working relationship with the Tribal community members, tribal partners, tribal program, local, regional, state and federal agencies.
- Collaborate with tribal, local, regional, state and federal providers.
- Participate in the monthly LICWAC meetings.
- Provide training to community members or organize trainings by tribal partners or independent providers.
- Be prepared to present contracts and grants to the tribal council for review and approval.
- The Director may assign additional duties, work as a team in periodic events that the mental health program or prevention programs, attendance in meetings here or away to cover for the Director.
- Assisting in the management and coordination of the Alcohol and Drug program. Must participate in relevant training activities.

## REQUIRED QUALIFICATIONS AND EDUCATION

- Minimum of a bachelor's degree in social services field or 4 years of program experience working with people and programs.
- Must be subject to working evenings, weekends and travel (in and out of state)
- Experience working in similar capacities on an Indian reservation.

## INDIAN PREFERENCE

Indian preference will be given to candidates showing proof of enrollment in a federally recognized tribe. In the absence of Indian applications meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

### Successful Candidate must:

Must submit to and pass a drug test.

Must submit to a child welfare and criminal background check

Must possess a valid driver's license

Must provide three (3) years of driving record to determine eligibility for coverage under Tribal automobile insurance policy.

### HOW TO APPLY:

Return completed **Burns Paiute Tribe Application, cover letter, resume, and education transcripts** to:

Burns Paiute Tribe  
[HR@burnspaiute-nsn.gov](mailto:HR@burnspaiute-nsn.gov)

Burns Paiute Tribe  
 100 Pasigo Street  
 Burns, OR 97720

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED.

Application for employment available at 100 Pasigo Street, Burns, OR 97720 Monday - Friday 8-5 pm, or request one via email:  
[hr@burnspaiute-nsn.gov](mailto:hr@burnspaiute-nsn.gov)