

RESOLUTION OF THE
NAVAJO NATION COUNCIL

23RD NAVAJO NATION COUNCIL -- Third Year, 2017

AN ACTION

RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES AND NAABIK'ÍYÁTI' COMMITTEES; AND NAVAJO NATION COUNCIL: RECOMMENDING AND CONFIRMING DR. GLORINDA SEGAY AS THE HEALTH DIRECTOR FOR THE NAVAJO DEPARTMENT OF HEALTH

BE IT ENACTED:

SECTION ONE. AUTHORITIES

- A. The Navajo Department of Health is established within the Executive Branch of the Navajo Nation, with legislative oversight by the Health, Education and Human Services Committee of the Navajo Nation Council. 2 N.N.C. §§1601 and 1605.
- B. A proposed resolution requiring final action by the Navajo Nation Council shall be assigned to the Naabik'íyáti' Committee. 2 N.N.C. §164(A) (9).

SECTION TWO. FINDINGS

- A. Pursuant to 2 N.N.C. § 1602, the purpose of the Navajo Department of Health is to ensure that quality comprehensive and culturally relevant health care and public health services are provided on the Navajo Nation
- B. The Health Director of the Navajo Department of Health shall be appointed by the President of the Navajo Nation, with the approval and recommendation of the Health, Education and Human Services Committee and the consent of the Navajo Nation Council and shall serve at the pleasure of the President of the Navajo Nation. *Id.*
- C. Dr. Glorinda Segay was appointed by the President of the Navajo Nation. Appointment letter attached as **Exhibit A**.
- D. Dr. Glorinda Segay's resume is attached as **Exhibit B**.

SECTION THREE. APPROVING RECOMMENDATION BY THE HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE

The Health, Education and Human Services Committee hereby approves and recommends the appointment of Dr. Glorinda Segay as the Health Director for the Navajo Department of Health, pursuant to 2 N.N.C. §1603.

SECTION FOUR. CONFIRMATION

The Navajo Nation Council hereby confirms the appointment of Dr. Glorinda Segay to be the Health Director for the Navajo Department of Health, pursuant to 2 N.N.C. § 1603.

CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Navajo Nation Council at a duly called meeting in Window Rock, Navajo Nation (Arizona) at which a quorum was present and that the same was passed by a vote of 16 in favor and 00 opposed, this 10TH day of July 2017.



LoRenzo C. Bates, Speaker
Navajo Nation Council

7-17-17

Date

Motion: Honorable Jonathan Perry
Second: Honorable Nathaniel Brown
Speaker Bates not voting

23rd Navajo Nation Council

11

Special Session

Monday, July 10, 2017

Legislation 0204-17 (Main Motion)

Motion: Jonathan Perry

Second: Nathaniel Brown

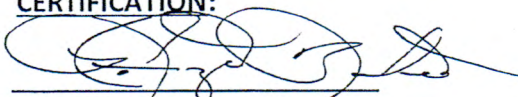
ALL DELEGATES:

	Yea	Nay
BATES, LoRenzo		
BEGAY, Kee Allen Jr.	✓	
BEGAY, Norman M.	✓	
BEGAY, Steven	✓	
BEGAYE, Nelson	✓	
BENNETT, Benjamin L.		
BROWN, Nathaniel	✓	
CHEE, Tom T.	✓	
CROTTY, Amber K.		
DAMON, Seth	✓	
DANIELS, Herman	✓	
FILFRED, Davis		
HALE, Jonathan L.	✓	
JACK, Lee Sr.	✓	
PERRY, Jonathan	✓	
PETE, Leonard H.		
PHELPS, Walter		
SHEPHERD, Alton Joe	✓	
SLIM, Tuchoney Jr.		
SMITH, Raymond Jr.	✓	
TSO, Otto	✓	
TSOSIE, Leonard	✓	
WITHERSPOON, Dwight	✓	
YAZZIE, Edmund		

GRAND TOTAL

16 0

CERTIFICATION:



Honorable LoRenzo Bates
Speaker



THE NAVAJO NATION

RUSSELL BEGAYE
JONATHAN NEZ



May 8, 2017

Dr. Glorinda Segay
P.O Box

RE: Appointment as the Executive Director to the Department of Health

Dear Dr. Segay,

The Begaye/Nez Administration is focused on building a Navajo Nation that will promote self-determination in the health field and promote a healthy lifestyle. After review of your resume and interview we strongly believe that you have the experience, education and competence to represent this Administration as the Executive Director for the Department of Health. This appointment is subject to confirmation by the 23rd Navajo Nation Council.

Thank you for serving the Navajo Nation and the Navajo People. If there are any questions, please contact Karis N. Begaye, Legal Counsel at (928) 871-7812.

Sincerely,

THE NAVAJO NATION

A handwritten signature in black ink, appearing to read "Russell Begaye".

Russell Begaye, *President*

A handwritten signature in black ink, appearing to read "Jonathan M. Nez".

Jonathan M. Nez, *Vice President*



THE NAVAJO NATION

RUSSELL BEGAYE
JONATHAN NEZ

May 8, 2017

Dr. Glorinda Mac Segay
Post Office Box


Dear Dr. Segay,


The Begaye Nez Administration is building a cabinet of educated and experienced professionals who can carry out the four (4) pillars of their administration: 1) jobs; 2) veterans; 3) infrastructure; and 4) elders. After review of your resume and based on our interview, we strongly believe you possess the qualifications and capability to carry out the job effectively and be an asset to this Administration. As such, it is our pleasure to extend the following offer of employment for the position as Division Director, Navajo Nation Department of Health (NNDOH).

We offer the following terms: an annual base salary of _____; medical benefits; deferred compensation; 401K Savings and Investment. This is a political appointed position and subject to confirmation by the Navajo Nation Council. In addition, confirmation is subject to a successful background and Navajo Nation ethics clearance.

We look forward to your response and joining the Begaye Nez Administration. Please contact Mr. Arbin Mitchell, Chief of Staff at (928) 871-7247.

Sincerely,

THE NAVAJO NATION

Russell Begaye, President

THE NAVAJO NATION

Jonathan Nez, Vice President



**Resume
Dr. Glorinda Segay
P.O Box**

Objective: To obtain a full-time position as a Division Director within the Navajo Nation Government to enhance patient care.

Education:

- Arizona State University, Tempe, Arizona
Degree: Doctorate of Behavioral Health-December 2014
Major: Doctorate of Behavioral Health
- Western New Mexico University-Gallup Branch, Gallup, New Mexico
Degree: Masters in Arts-May 2007
Major: Counseling
- University of New Mexico-Main Campus, Albuquerque, New Mexico
Degree: Bachelor of Arts-December 2004
Major: Psychology
Minor: Native American Studies
- University of New Mexico-Gallup Branch, Gallup, New Mexico
Degree: Associates of Arts in Liberal Arts-May 2002
- Western Texas College-Snyder, Texas
Degree: Undergraduate Studies
- Window Rock High School-Fort Defiance, Arizona
Degree: High School Diploma-May 1997

**Navajo Nation Department of Behavioral Health-Fort Defiance Outpatient Center
P.O. Box 1490**

Fort Defiance, Arizona 86504

**Family Therapist January 26, 2015-Current
per annual**

**Miranda Blatchford, Department Director, 928-729-4012
40 hours per week and on-call**

Duties:

- Navajo Nation President Russell Begaye nominated to appoint me as Executive Director for the Navajo Nation Department of Health and Division Director for Navajo Nation Department of Behavioral Health for his administration.
- I am delegated to supervise the Department of Behavioral Health at a Health Services Administrator Level and at times as Program Supervisor to oversee daily administrative duties including case management, crisis intervention, documentation, and patient care.
- I completed and continue to partake in the suicide tour initiative with the Office of the President and Vice President along with other programs in educating and training the public on general suicide information with the goal of decreasing suicide among the Navajo population.
- I serve on the Fort Defiance Suicide Task Force team by providing crisis intervention, which I am on-call 24/7. I work with the Navajo Nation Law Enforcement, Tse Ho Tso Medical Center, Fire Department, and Emergency Medical Service to resolve the crisis.
- I provide psychiatric services to schools, jails, and other entities for those who are presenting with emotional and behavioral disorders. I am on-call 24/7. I meet with the students and inmates, which I provide assessments/evaluations and brief interventions. Thereafter, I make referrals and recommendations for brief and long term treatment.

- I attend Navajo Nation council sessions to address behavioral health issues along with the Health Administrator.
- I complete other assigned duties per Office of the President and Vice President regarding behavioral health.
- I provide training to the staff regarding crisis intervention, medication management, domestic violence, and how to use measurement tools.
- I make recommendation to clinical staff and supervisor during revisions for policy and procedures.
- I prepare and review all patient folders for audits.
- I correct all audit findings and resubmit.
- I am in the process of assisting in designing a new electronic health record for the program with the clinical supervisors.
- I provide individual psychotherapy, group therapy, family therapy, couple's therapy, psycho-educational classes, and medication management with all ages and ethnic groups including children presenting with emotional and behavioral disorders.
- I complete the intake process on an individual basis by completing required forms and orientating each form for each new patient (appointment form, sign-in sheet form, confidential medical history and physical examination record form, intake screening form, release of information form, confidentiality form, patient rights and responsibilities for substance abuse and/or mental health outpatient consent for treatment form, patient's bill of rights form, notice of privacy practices and confidentiality of alcohol and drug abuse patient records form, patient appeals procedures form, and health insurance claim form). Also complete required screening assessments including Depression Screening, Domestic Violence Screening, Mental Health Status Exam, Modified Mini Screen, PTSD checklist, Strengths Needs Abilities Preferences, Health Questionnaire, and American Indian/Alaskan Native Supplement.
- I complete clinical assessments/mental status exams/evaluations using the Accucare System (electronic health record) on an individual basis to determine mental health diagnosis and for treatment. The domain screens for general information, medical information, employment information, drug/alcohol information, legal information, family history information, family/social information, and psychiatric information.
- I use the completed clinical assessment to create a treatment plan. The clinical assessment is completed based on information from the domain and using the Diagnostic and Statistical Manual of Mental Disorders-IV (DMS-IV), ICD-9, Diagnostic and Statistical Manual of Mental Disorders-5, (DMS-5), and the ICD-10. I use the multi-axial system. The codes I use are from the DSM-IV and DMS-5. The clinical assessment and treatment plans are reviewed by the patient and the clinical supervisor who checks for accuracy and compliance per diagnosis.
- I complete consultations at the first session to assure that adequate services for patient are provided, if not I refer the patient. When adequate services can be provided, I orientate the patient on rules of treatment and scheduled an appointment to complete a clinical assessment to begin services.
- I complete progress notes using the SOAP format for each patient after each session. This progress note is filed into patient's electronic health record. A progress note is also completed for other services such as case staffing, phone calls, walk-ins, and so forth.
- I provide individual psychotherapy in 12 session increments (3 months), which at the 12th session I complete a review for discharge or if continuation is needed. In each session, depending on what the patient is presenting with, we discuss the issues to attain patient's goals even when it required continuation of treatment beyond 12 sessions. I use different methods of therapy such as behavioral therapy, psychoanalytic therapy, psychodynamic therapy, and humanistic therapy. I also use the stages of change.
- I facilitate Domestic Violence classes in 12 session's increments in a psycho-educational group format using the Duluth Model. I complete a treatment plan and progress note for each patient that is submitted to their behavioral care provider to monitor services. I also issue a certificate of completion for recognition of treatment completed.

- I review clinical assessments and treatment plans for each patient on a 90 day basis to review patient progress and make necessary adjustments.
- I complete progress letters and verification letters for referral sources such as state and local courts, probation services, social services, and so forth.
- I attend case staffing with the clinical team and other outside entities such as social services, Indian Health Services, and Regional Behavioral Health Authority to collaborate services for patients.
- I use measurement tools for patients when necessary including the SASSI, BSS, BDI-II, Fagerstrom Tolerance Scale, Simple Screening Instrument for Substance Abuse, Substance Abuse Diagnostic, Depression Screening, Domestic Violence Screening, Intimate Partner Violence Screening, Mental Health Screening Form-III, Mental Health Status Exam, Modified Mini Screening, Pediatric Symptom Checklist, PTSD Checklist, RPMS Suicide Reporting, Social Interaction Reporting, SNAP (Strength, Needs, Abilities, Preference), Health Questionnaire, American Indian/Alaskan Native Supplement, and so forth to determine and rule out certain diagnosis especially personality disorders.
- I complete medication management for patients if they are not in compliance or there are questions regarding side effects, dosages, titrating, and alternatives. I refer patient back to their primary care provider to make necessary adjustments and follow up.
- I complete crisis intervention at residences when deemed necessary, which I initiate a plan depending on the crisis. I collaborate with authorities involved such as the local police department.
- I make transport arrangements for patients when they request by collaborating with the Navajo Regional Behavioral Health Authority.
- I place patients based on clinical assessment, patient request, or court orders for inpatient rehabilitation collaborating with Navajo Regional Behavioral Health Authority and other entities.
- I provide crisis intervention in our outpatient clinic using SBIRT and motivational interviewing since most of these patients never return.
- I attend court hearings regarding patient status and to testify. I assist the staff by preparing court reports and other documents and provide guidance.
- I serve as delegation clinical supervisor, which I supervise 16 staff members. I assist with their leave request and clinical advice. I also handled any psychiatric cases that come as walk-ins. I also supervised 5 other Arizona sites.
- I work with Tse Ho Tso Medical Center Emergency Department and Mental Health Department regarding psychiatric placements, which I complete hallway hands offs so a higher level of care can be provided.
- I work with the Navajo Nation Judicial Courts to place patient involuntary, which I initiate a petition, attend the hearing, and place patient.
- I provide services in the Navajo language when needed.
- I assign new patients to behavioral care providers depending on what they presented with. I keep a master copy of assigned patients. I enter case assignment into the Accucare system (EHR). I complete a progress note for this service.
- I facilitate the Alcoholic Anonymous Meetings on a weekly basis after hours. I use the 12 Steps and 12 Traditions of alcohol to facilitate this meeting. I also implement the 24 Hours, The Eye Opener, and the Big Book. I also have to verify attendance for some individuals. Most of them are court ordered. There is no intake process for this type of service.
- I facilitate the Fatherhood is Sacred and Motherhood is Sacred Groups on weekly basis when primary facilitator needed assistance.
- I facilitate the Parenting Classes on weekly basis when primary facilitator needed assistance.
- I serve on interview panels for possible new hires and made recommendations.
- I have my licensure as a License Associate Substance Abuse Counselor from the Arizona Board of Behavioral Health Examiners.
- I enter all information into the Accucare software (EHR) such as case management, progress notes, discharge summaries, clinical assessments, treatment plans, and so forth.

- I complete discharge summaries for the patients who completed or were non-compliant with treatment services.
- I make folders for each patient. I organize accordingly. I categorize the information in sections.
- I return phone calls to patients, patrons, and organizations regarding services.
- I file patient information into the patient folders.
- I make my appointments slips and appointment listings.
- I attend staff meetings, clinical meetings, and wellness days with the staff on a weekly basis, which we discuss various topics.
- I attend clinical supervision to discuss certain cases to comply with my licensure requirements.
- I attend division wide seminars, conference, and trainings on a bi-annual basis that reviewed ethics, mission statement, DDCAT, tribal core, audits, and so forth.
- I present to outside entities on behavioral health topics: domestic violence, PTSD, QPR (Question, Persuade, Referral), alcohol and drug abuse, suicide, and psychopharmacology to schools, churches, events and so forth.
- I collaborate and coordinate meetings to address various topics and issues.
- I train clinical intern specialist through shadowing regarding patient care.
- I am eligible for independent license through the Arizona Board of Behavioral Health Examiners.
- I have been on air for KTNN providing education regarding behavioral health.
- I have ability to effectively communicate orally and verbally with others.
- I have ability to understand and abide by policies and procedures, goals, missions, and so forth.
- I have ability to provide integrated health care.
- I have ability to provide brief intermitted therapy.
- I complete secretarial and janitorial duties. I make appointments, assist with intakes, answer phone calls, vacuum, take the trash out, and operate office equipment such as the fax machine, Xerox machine, copy machine, and so forth. I pull files and refile patient files. I have also fill forms into the patient's files. I have deliver errands to other departments. I check and deliver mail for the clinic.

***Chinle Comprehensive Healthcare Facility-Family Practice Clinic
P.O. Box PH Highway 191 and Hospital Drive
Chinle, Arizona 86503***

Doctoral Resident Student (Medical Student) August 2012-December 2014

***Krista Haven, Department Director, 928-674-7001
20 hours per week excluding national and tribal holidays***

Duties:

- I completed a Triple Aim Project.
- I provided brief intermitted therapy and behavioral health education in the outpatient clinics.
- I provided services with patients in the inpatient units at their bedsides per primary care providers' orders for consultations.
- I contacted patients to follow up on services and status.
- I worked with diabetic patients who are newly diagnosed and patients who continue their diabetic care and or mental health care.
- I completed initial evaluations, follow-up sessions, and patient outreach.
- I completed referrals for additional services to the Mental Health Outpatient Clinic.
- I consulted with primary care providers and other medical staff regarding patient care.
- I used measurement tools such as Prochange, ORS, CAGE, Audit, Harms 8, and so forth for patient care.
- I provided psychotherapy and behavioral health education on an individual and group basis.
- I provided medication management with assistant from my supervisor.
- I provided services in the Navajo language when needed.
- I worked with health coaches regarding patient care.
- I provided services using the Biodyne Model and Motivational Interviewing.

- I attended meetings and team huddles.

Navajo Nation Department of Behavioral Health-Fort Defiance Outpatient Center
P.O. Box 1490

Fort Defiance, Arizona 86504

Clinical Intern Specialist November 2011-January 26, 2015

er annual

Miranda Blatchford, Department Director, 928-729-4012

40 hours per week excluding national and tribal holidays

Duties:

- I completed individual psychotherapy, group therapy, family therapy, and educational classes with all age groups including children.
- I completed intake process on individual basis by completing required forms and orientating on each form for each new patient (appointment form, sign-in sheet form, confidential medical history and physical examination record form, intake screening form, release of information form, confidentiality form, patient rights and responsibilities for substance abuse and/or mental health outpatient consent for treatment form, patient's bill of rights form, notice of privacy practices and confidentiality of alcohol and drug abuse patient records form, patient appeals procedures form, and health insurance claim form).
- I completed clinical assessment using the Accucare System (computer software) on individual basis covering 7 domains for the adults and 8 domains for the adolescents.
- Using the completed clinical assessments, the patient and I create a treatment plan that is updated every 90 days. The clinical assessment is completed based on information given by the patient and using the Diagnostic and Statistical Manual of Mental Disorders-IV (DMS-IV) and the clinic's ICD-9. I used the multi axial system. The codes are from the DSM-IV. Clinical assessment and treatment plans are reviewed by the patient and the clinical supervisor who checks for accuracy and compliance.
- I completed consults at the first session to assure that I can provide adequate services for the patient, if not I do a referral for patient. When I feel that I can provide adequate services, I orientated the patient on rules of treatment and scheduled appointment to complete clinical assessment at next appointment.
- I completed progress notes using the SOAP format for each patient after each session. This progress note goes into the patient's record.
- I completed individual psychotherapy in 12 sessions, which at the 12th session I complete a review if continuation is needed. In each session, depending on what the patient is presenting with, we discuss the issues to attain patient's goals.
- I facilitated domestic violence classes with 12 sessions in an educational group format. I complete a treatment plan for each patient that is given to their behavioral care provider. I also completed progress notes and issue out certificate of completion.
- I updated clinical assessment and treatment plans completed for each patient on a 90 day basis to review patient progress.
- I completed progress letters and verification letters for referral sources such as state and local courts, probation services, social services, and so forth.
- I completed case staffing with clinical team and other outside entities such as social services to collaborate services for patients.
- I used measurement tools for patients when it deemed necessary such as SASSI, BSS, BDI-II, and so forth.
- I completed medication management for patients when deemed necessary if they were not in compliance or there were questions. I would refer patient back to their primary care provider to make necessary adjustments and follow up on it in individual psychotherapy sessions.
- I made house calls when deemed necessary, which I initiated a plan depending on the crisis. I collaborated with authorities involved such as the local police department.
- I made transport arrangements for patients when they requested by collaborating with the Navajo Regional Behavioral Health Authority.

- I placed patients based on clinical assessment, patient request, or court orders for inpatient rehabilitation collaborating with Navajo Regional Behavioral Health Authority.
- I attended court hearings regarding patient status, which I assisted the staff involved by preparing court reports or documents and gave guidance to staff if they testified.
- I served as delegation of authority as clinical supervisor, which I supervised 16 staff members, assisting in their request of leave of absents, or guiding them when needed. I also handled any psychiatric cases that came as walk-ins.
- I assigned new patients to behavioral care providers depending on what they presented with. I kept a master copy of assigned patients. I entered case assignment into the Accucare system.
- I entered all information into the Accucare software such as case management, progress notes, discharge summaries, clinical assessments, treatment plans, and so forth.
- I completed discharge summaries for the patients who completed or were non-compliant with treatment services.
- I made folders for each patient. I organized it according to the protocol. I categorized the information in sections.
- I returned phone calls to patients and organizations regarding services.
- I filed patient information into the patient folders.
- I made my appointments slips and appointment listings.
- I attended staff meetings, clinical meetings, and wellness days with the staff on a weekly basis.
- I attended clinical supervision to discuss certain cases.
- I attended division wide seminars on a bi-annual basis that reviewed ethics, mission statement, and so forth.
- I have presented to outside entities on behavioral health such as schools, churches, events and so forth.
- I have completed secretarial and janitorial duties. I made appointments, assisted with intakes, answered phone calls, vacuumed, took the trash out, operated office equipment such as the fax machine, Xerox machine, copy machine, and so forth. I have pulled files and refiled patient files. I have also filed forms into the patient's files. I have delivered errands to other departments. I have checked and delivered mail for the clinic.
- I facilitated Alcoholic Anonymous Meetings.

Sage Memorial Hospital Behavioral Health, Ganado, Az.

P. O. Box 457 Ganado, Az . 86505

Substance Abuse Counselor/On-Call Provider December 26, 2006-June 24, 2014.

annual/Time in a half/ for call backs

Samantha Lee, Department Director,

40 hours per week

70 hours on-call per week

12 hours call-back per week

Duties:

- I completed intake process as far as completing forms to begin counseling for each patient (biographical demographic form, financial agreement form, mandatory disclosure form, Navajo Regional Behavioral Health form, insurance form).
- I completed clinical assessments and treatment plans according to historical and current information of each patient during the first session. This includes family history, referral source if applicable, types of substance used and for how long, historical trauma, development as a child, and so forth. Clinical assessments and treatment plans are completed according to the criteria from the Diagnostic and Statistical Manual of Mental Disorders-IV (DSM-IV) and from the clinic's ICD-9. Here I utilized the multi-axial diagnostic system to make a diagnosis. The codes are from the DSM-IV. Clinical assessment and treatment plans are reviewed by the Psychiatrist who checks for accuracy. At the next session, I reviewed clinical assessment and treatment plan with each patient, which they reviewed and signed.

- During the first session, I get acquainted with the patient by introducing myself and explaining certain information as far as rules and what each form from the intake process is for. I informed them of the billing process in which the patients are billed through their insurance or Arizona Health Care Cost Containment System (AHCCCS). If they do not have AHCCCS, I assisted with enrollment by filling out the application, which is submitted to Patient Registration. I reviewed each intake form for accuracy and make corrections if necessary. I explained that the Navajo Regional Behavioral Health form is used to activate the Behavioral Health process if patient is
-

program and gave insight about the behavioral health clinic. This was done in the English and Navajo languages.

- I completed secretarial and janitorial duties. I made appointments, assisted with intakes, answered phone calls, vacuumed, took the trash out, operated office equipment such as the fax machine, Xerox machine, copy machine, and so forth. I have pulled files and refiled patient files. I have also filed forms into the patient's files. I have used the overhead pager system. I have run errands to other departments. I have checked the mail for the clinic.

Dine College-Ganado Campus, Ganado, Az.

P. O Box 435 Tsale, Az. 86556

Part-time Adjunct Instructor August 2006-December 2008

1 credit hour per semester

Kathy Bahe, Regional Director, 928-755-3555

6 hours per week

Duties:

- I taught Human Growth & Development and Abnormal Psychology during the fall and spring semesters to undergraduate students.
- I completed and submitted a class syllabus for the classes that I taught. I monitored the students that registered for my classes. I prepared lectures and assignments according to the syllabus. I also monitored the attendance of the students using a sign-in sheet. I reviewed the lectures with the students on the readings that were assigned. I also graded assignments. I also communicated with the students if they did not understand assignments or those who required special arrangements. I calculated grades and submitted to the college. I also communicated and worked with the Dine College staff in regards to attendance, grades, and materials.

Department of Youth-Fort Defiance Agency, Fort Defiance, Az.

P.O. Box 2076 Fort Defiance, Az. 86504

Community Involvement Specialist December 2005-December 2006

Yvonne Kee-Billison, Department Manager

40 Hours per Week

Duties:

- I planned activities according to the 16 components of the federal grant.
- I had direct contact with Youth Opportunity (YO) participants, which are array of Native American and non-Native American youth from ages 0-25 years old with several of backgrounds.
- I made preparations for activities in regards to documents (approval memorandum for activity, flyers or itinerary of activity, proposed budget for activity, insurance coverage for activity, contract health coverage for activity, financial documents for meals, lodging, transportation, memorandum or travel authorization for travel, liability/medical health history/off-site/field trip code of conduct/off-site/field trip parent permission forms)
- I completed and submitted YO forms (YO-01, YO-02, YO-03, YO-04, YO-05, YO-06) for each activity and YO participant.
- I completed case notes on YO participants.
- I filed duplicate documents into YO participants' folders.
- I justify funds used by YO participants (sign in sheet).
- I transported YO participants to and from activities.
- I prepared monthly reports in regards to tasks I performed.
- I kept track of students I served on monthly basis.
- I shopped for groceries for YO participants during activities.
- I contacted vendors to request quotes for YO activities.
- I opened and closed purchase requisitions before and after YO activities.
- I completed and submitted monthly calendars for planned activities.
- I completed and submitted articles for newsletter in regards to activities.

- I contacted students via phone or home-visits to give or retrieve information in regard to YO activities.
- I completed files of YO participants (YO-01, YO-02, map of residence, parental consent form, medical/health history form, duplicate of social security card and certificate of Indian blood).
- I completed referrals for YO participants via per their requests for more specified services.
- I completed intake of new enrollees.
- I crossed-trained new employees of the Senior Caseworker position and Educational Specialist.
- I attended weekly interdepartmental staff meetings to strategize, give updates of activities, and schedule.
- I conducted low initiative/team building activities with variety of groups per their requests.
- I conducted interviews for permanent/student employment.
- I supervised college interns (worksite agreements, time sheets, assignments, and so forth).
- I attended trainings and quarterly staff meeting with all agencies.
- I assisted with general funding and Boys & Girls Club activities.
- I hosted activities for general public (Halloween Carnival, Child Abuse Prevention Carnival, Easter, and so forth).
- I performed senior caseworker duties, receptionist duties, and custodial duties.
- I used Youth database to input YO participation.
- I conducted booths and presentation regarding Department of Youth program.
- I performed other assigned duties.

Fort Defiance Indian Hospital Adolescent Care Unit, Fort Defiance, Az.

P.O Box 649 Fort Defiance, Az. 86504

Internship Western New Mexico University Fall Semester

August 2005-December 2005/August-October 2006

Vern Jacques, Social Worker, 928-729-8000

10-20 Hours per Week

Duties:

- I interacted with adolescent patients in the inpatient unit (encouraging, supervising, escorting).
- I conducted outdoor recreational therapy under supervision.
- I met with supervisor on weekly basis to discuss crisis, progress of internship, and questions.
- I completed and submitted progress notes on each patient.
- I interacted with patients' families on family day.
- I instructed patients on emphasis on low initiatives and team building therapy.
- I conducted inventory of equipment used for recreation therapy.
- I attended case staffing of each client on a daily basis.
- I conducted group process after each activity with each patient.
- I attended HIPPA training, new employee orientation, and other required training.
- I assisted counselor, psychologist, and other staff.
- I conducted Stanford Binet V and received assistance from psychologist to complete testing results.
- I am familiar with WISC and SASSI.
- I performed administrative duties.
- I co-facilitated supervisor's counseling sessions.

Department of Youth-Fort Defiance Agency, Fort Defiance, Az.

P.O. Box 2076 Fort Defiance, Az. 86504

Senior Caseworker February 2005-December 2005

Yvonne Kee-Billison, Department Manager,

40 Hours per Week

Duties:

- I informed new clients of what Department of Youth Program has to offer as far as activities.
- I assessed clients individually to establish an activity curriculum plan.

- I provided intake by using the Y0-01 form, Y0-02 form, Directions to Residence form, Medical/Health History form, and Parental Consent form to determine eligibility of client.
- I assembled required documents for eligibility to attach to intake documents for eligibility.
- I submitted completed intake forms and documents to Statistical Technician for enrollment in ETEAMS.
- I referred clients to Community Involvement Specialist, Recreation Coordinator, or other designated staff for activity.
- I assured the Y0-03 (Service Plan), Y0-04 (Activity Transaction/Open an Activity), Y0-05 (Closes activity) forms were completed and submitted to Statistical Technician to input into ETEAMS or I inputted into the system when Statistical Technician was unavailable.
- I submitted logs and attached to Y0 forms for tracking purposes of each client's documents.
- I completed activity curriculum plan and referred client to participate in another activity until maximum hours of activity was met.
- During activities, I monitored clients and worked with their immediate supervisors to get more input.
- Interaction between clients and I were documented on case notes and filed into clients' folder.
- I went on home visits to get client's signature and lacking documents to complete case file.
- I closed out inactive files, which was verified by authorities and required forms had to be attached to complete close out.
- I had to get verification from family members, School Districts, Instructors, Counselors, Coaches, Counselors, Colleges, and other people for status of client or regarding eligibility.
- I placed clients into long-term education, long-term employment, and long-term occupational skills training.
- I recruited new clients, assessed, enrolled, and monitored them.
- I called clients for follow-up, reminder of an upcoming activity, appointment, or get updated status.
- I scheduled appointments for clients regarding enrollment, guidance, and their requests.
- I assisted clients with properly filling out admission applications, federal student aid, Navajo Nation Scholarship, and other scholarship applications for college preparation.
- I worked with other departments to schedule activities for the youth or YO enrollees (e.g. Presidential Jamboree, Navajo Nation Fair, Kid's Day, Fourth Of July Fair Career Day, Save The Children Youth Day, Grand Opening of Tohatchi Boys & Girls Club).
- I traveled to local schools to provide services.
- I assisted with program planning.
- I submitted quarterly reports indicating my activities.
- I implemented two forms to assist me in tracking clients (Activity Curriculum Form, Referral Form).
- I created new case files for new enrollees.
- I maintained case files of each client by filing in new documents, case noting, and putting folder back in client's status.
- I attended interdepartmental staff meetings.
- I assisted our department and other departments in high and low initiatives ropes course.
- I received referrals from other programs to provide services for the referred individual.
- I prepared memorandums, travel authorizations, trip reports, purchase requisitions, financial authorizations, and authorization for payment/timesheet for activities for clients and myself.
- I supervised college interns during the duration of their short-term unsubsidized employment and internship.

Navajo Division of Health-Health Education, Window Rock, Az.
P.O. Box 1390 Window Rock, Az. 86515
Temporary Health Education Technician June 2004-February 2005

Philené Herrera, Department Director III,
40 Hours per Week

Duties:

- I conducted researches (statistical, symptoms, prevention, diagnosis and treatment) on local and national outbreak of diseases to design facts sheets (West Nile Virus, Botulism, Mad Cow Disease, Vesicular Tomtits, Sexually Transmitted Diseases, Handovers, and Bioterrorism).
- I prepared and presented power point presentations to jail inmates and new Navajo Nation employees on (West Nile Virus, Syphilis, Botulism, and Hantavirus).
- I partially prepared a bioterrorism plan for the Health Education Program, which included a 72-hour emergency kit, food storage, water storage, water treatment plan, and fire evacuation plan.
- I attended Lead and Syphilis conferences.
- I prepared memorandums, travel authorization, purchase orders, stationary supply order, request for direct payment, and purchase requisitions forms for Department's bills.
- I logged in, Xeroxed, categorized, and distributed payroll for Service Units.
- I attended festivities Division of Health hosted (Parelli Horse Seminar and Honoring of Secretary Tommy Thompson).
- I performed clerical duties and assisted others (answered phone calls, faxed documents, filed documents, stored equipment at the storage, used the internet to retrieve and send documents, sorted out documents, typed out notes from meetings, designed new forms, scheduled meetings and appointments, tracked documents, assisted clients and directed them to correct parties, prepared mail, logged in/out documents, ran errands to other departments).
- I worked with area wide Service Units with their requests, billing, scheduled monthly staff and emergency meetings, deadlines of assignments, documents that lacked, reminder courtesy phone calls or emails, updated existing assignments, answered questions Service Units had, guided Service Units to correct parties, informed them of status of submitted documents, collected and combined assignments and documents, circulated new materials and information.
- I tallied Scope of Work and Quarterly Reports Service Units submitted and transferred information on master Scope of Work and Quarterly Reports to show services rendered on Navajo Nation and submit to Division of Health.
- I went to other Navajo Nation Departments to get required signatures to complete a document and process to next level.

***Navajo Regional Behavioral Health Authority, Fort Defiance, Az.
Fort Defiance, Arizona 86504
College Intern December 2003-January 2004***

***Loretta Notah-Ashley, Case Management Specialist,
40 Hours per Week***

Duties:

- I case staffed with Case Managers, Billing Technician, and family members in confidential cases to arrange best options to seek treatment for clients (Sexual abuse, emotional abuse, domestic violence, low-income families, alcohol abuse, drug abuse, runaways, and suicidal clients.)
 - I re-certified and qualified clients to extend Residential Treatment Center stay using required forms regarding billing (income, recommendations, status of treatment, treatment goals, family concerns.)
 - I arranged client's transportation and other requests reservation and state wide to attend appointments, pick/drop off clients at residential treatment centers, transported family members to case staffing appointments (Traveled to Phoenix, Arizona- Arizona's Baptist Children's Center and Flagstaff, Arizona-Flagstaff Medical Center).
 - I participated and facilitated in conference calls between therapist, client, and client's guardians/parents to discuss treatment options, possible discharge dates, relapse assessments, transportations and billing arrangements, appointments, and progress reports.
 - I completed case notes of clients' behavior and treatments during and after appointments and filed into clients' files.
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- I made home visits to collect data and to complete required documentations to complete case files or process paper work e.g. signatures (All activities were documented and filed as case notes for further reference).
- I wrote letters of recommendation on behalf of clients to School Districts, Family and Juvenile Courts, Department of Economic, Social Security, Police Departments (Parole Officers and Judges) for assistance that includes brief history regarding treatment, diagnosis, progress, and assessment.
- I filed using color and numerical coding in active, inactive, and placement status.
- I conducted intake on new juvenile and adult clients (Completed required forms including signatures, social security cards, birth certificates, certificate of blood, Arizona Medicaid, Psych-Evaluation).
- I traveled to Residential Treatment Centers to check status of clients or conduct intake process to determine eligibility and completed case notes for filing.
- I reviewed client case files and made recommendations for treatment plans and billing arrangements.
- I performed clerical duties and assisted others (answered phone calls, faxed documents, filed documents, sorted out documents, typed out notes from meetings, scheduled meetings and appointments, tracked documents, assisted clients and directed them to correct parties, prepared mail, logged in/out documents, ran errands to other departments).
- I was on standby for acute clients, had prepared paperwork in case of emergency admittance, history of client including diagnosis, medication, and type of treatment given, and environmental factors (Suicidal, threatening).
- I attended school and I.H.S Mental Health staffing.
- I admitted clients into Residential Treatment Center using Prior Authorization, which gave the start and end date of RTC stay, Service Authorization authorizes payment to be made for RTC stay, Individual Service Plan guided therapist to see the status of a client to determine how long and what methods to use for treatment.

Office of Dine' Youth- Fort Defiance Agency, Fort Defiance, Az.

P.O. Box 2076 Fort Defiance, Az. 86504

College Intern November 2001- April 2002

Minimum Wage per hour

Wilson Stewart, Recreation Specialist.

40 Hours per Week

Duties:

- I assisted Recreational Specialist and other youth employees with daily activities that were scheduled.
- I planned recreation activities for youth (5k runs, Basketball Clinics, Tennis Clinics, After-school activities, Friday Activities).
- I placed orders for awards for youth participants upon completion of activity (trophies, plaques, t-shirts, sweat shirts, certificates).
- I provided facilities for activities, which required paperwork of insurance, list of participants, waivers, and medical release form, payment, and cover memorandum stating reason of facility usage.
- I supervised 10 summer youth employees and gave them tasks to keep busy and to meet deadlines for Recreation Program.
- I performed clerical duties (answered phone calls, faxed documents, filed documents, stored equipment at the storage, sorted out documents, typed out notes from meetings, scheduled meetings and appointments, tracked documents, assisted clients and directed them to correct parties, prepared mail, logged in/out documents, ran errands to other departments).
- I assisted and guides interested individuals with documents for activity (enrollment application, medical form, waiver, schedule of activity, and emergency contact form).
- I assisted other departments with their activities (spotted, referred games, set-up, and clean-up after activities).

Department of Behavioral Health Services-Fort Defiance, Az.

P.O. Box 1490 Fort Defiance, Arizona 86504

College Intern May 2001- August 2001

Minimum Wage per hour

Janet Hillis, Clinical Specialist

40 Hours per Week

Duties:

- I assisted Recreational Specialist with therapeutic activities for recovering alcoholics (Low Initiative Ropes Course, High Initiative Ropes Courses, Rock Repelling, and Team Building Activities).
- I facilitated talking circle and men's group, which is part of treatment plan for each client.
- I presented at seminars on specific topics based on intensive research
- I created and designed a brochure for department
- I performed clerical duties (answered phone calls, faxed documents, filed documents, stored equipment at the storage, sorted out documents, typed out notes from meetings, tracked documents, assisted clients and directed them to correct parties, prepared mail, logged in/out documents, ran errands to other departments).
- I assisted others with their requests (Loading/unloading items, fixing items, moving furniture, packing items).

Achievements:

- Dean's List-Academic Year of 2001-2003
- Service Learning Training – Donated proceeds to Gallup homeless shelter
- Research Opportunity Program Scholar – Academic Year of 2003
- Ronald E. McNair Scholar – Academic Year of 2004
- Chief Manuelito Scholar-Academic Year of 2004
- New Mexico Counselors Association -2006-2007
- License Associate Substance Abuse Counselor with Arizona Board of Behavioral Health Examiners
- QPR Gatekeeper Certified Instructor
- Mental Health First Aid
- CPR & AED Certified
- Domestic Violence Certified Instructor
- Suicide Postvention Certified Instructor