



# WHITE MOUNTAIN APACHE TRIBE

A Sovereign Tribal Nation

## (Approving Rainbow Treatment Center Administrative Salary Practices)

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**WHEREAS,** the Rainbow Treatment Center is a Tribal Program operating under the authority and supervision of the Tribe's Division of Health Programs; and

**WHEREAS,** the Rainbow Treatment Center obtains funding through a P.L. 93-638 program contract and through third-party billing to the State of Arizona AHCCCS program, both of which require that licensed/certified substance abuse counselors and behavioral health specialists provide the services to clients; and

**WHEREAS,** the Rainbow Treatment Center has striven hard to recruit and retain qualified professional and administrative staff members for the betterment of the program and the community it serves; and

**WHEREAS,** to provide fair and competitive wages for all its staff, the Rainbow Treatment Center has surveyed comparable agencies and programs in the region to obtain salary information for comparison; and

**WHEREAS,** the Rainbow Treatment Center has used this information to develop a fair, competitive salary schedule which promotes the development of skills and level of service; and

**WHEREAS,** the salary schedule was approved by the Division of Health Programs and adopted as a formal policy on February 27, 2012; and

**WHEREAS,** as a Tribal program, the Rainbow Treatment Center now requests that the policy be reviewed and approved by the Tribal Council; and

**WHEREAS,** the Tribal Council has this date reviewed the salary policy, and has discussed the policy with the program directors.

**BE IT RESOLVED** by the Tribal Council of the White Mountain Apache Tribe that it hereby approves the Rainbow Treatment Center, Administrative Salary Practices, attached hereto, first approved by the Division of Health Programs on February 27, 2012.

**BE IT FURTHER RESOLVED** by the Tribal Council of the White Mountain Apache Tribe that it hereby directs that in the event this Resolution directly conflicts with the Tribal Constitution, Tribal Ordinances, or any material facts concerning the issues presented are later found to be false, this Resolution shall be deemed null and void and have no legal effect.

**BE IT FURTHER RESOLVED** by the Tribal Council of the White Mountain Apache Tribe that the Chairman, or in his absence, the Vice-Chairman, is hereby authorized to execute any and all documents necessary to effectuate the intent of this Resolution.

**Resolution No. 08-2015-166**

The foregoing resolution was on **AUGUST 5, 2015** duly adopted by a vote of **EIGHT** for, **ZERO** against, and **ONE** abstention by the Tribal Council of the White Mountain Apache Tribe, pursuant to authority vested in it under the enumerated powers listed in Article IV, Section 1 of the WMAT Constitution, so ratified on September 30, 1993, and federally recognized pursuant to Section 16 of the Indian Reorganization Act of June 18, 1934 (48 Stat. 984).

Ronnie Lupe 8/26/15  
Ronnie Lupe, Tribal Chairman      Date

Doreen T. Numkena 8/27/2015  
Doreen T. Numkena, Tribal Secretary      Date

# Job Classification

## Behavioral Health Technician

Revision: October 28, 2014

Behavioral Health Technicians provide: assessment/treatment planning; individual, group and family therapy; case management; and other clinical services to clients and their families under the direct supervision of a responsible licensed behavioral health professional who personally signs off on their services/paperwork. Behavioral Health Technicians meet the following requirements as defined by the State of Arizona:

An individual who meets the applicable requirements in A.A.C. R9-20-204 and:

- a. Has a master's degree or bachelor's degree in a field related to behavioral health;
- b. Is a registered nurse;
- c. Is a physician assistant who is not working as a medical practitioner;
- d. Has a bachelor's degree and at least one year of full-time behavioral health work experience;
- e. Has an associate's degree and at least two years of full-time behavioral health work experience;
- f. Has a high school diploma or high school equivalency diploma and:
  - 18 credit hours of post-high school education in a field related to behavioral health completed no more than four years before the date the individual begins providing behavioral health services and two years of full-time behavioral health work experience; or
  - Four years of full-time behavioral health work experience; or
- g. Is licensed as a practical nurse, according to A.R.S. Title 32, Chapter 15, with at least two years of full-time behavioral health work experience.

Behavioral Health technicians are credentialed and privileged per the RTC Policy on Credentialing and Privileging of Clinical Staff Members.

**Special Qualifier:** certification by an approved certifying agency, for example "Certified Psychological Rehabilitation Professional" or the Southwest Institute of Substance Abuse Certification will result in a 5,000 dollars increase in salary at each pay step.

### Pay Schedule

<u>Credential</u>	<u>0-2 yrs.</u>	<u>3-4 yrs.</u>	<u>5-6 yrs.</u>	<u>7-plus yrs.</u>
Master's Degree	43,077	45,180	47,283	49,386
Bachelor's Degree	33,649	35,752	37,855	39,857

Associates Degree	30,458	32,561	34,664	36,767
H.S. Dipl. +24 credits	Unavailable	31,510	33,613	35,716
H.S. Diploma	Unavailable	Unavailable	32,561	34,664

# Job Classification

## Behavioral Health Professional

Revision: October 28, 2014

Behavioral Health Professionals are individuals who have education and experience sufficient to become licensed in any state in the United States as independent practitioners in mental health. Behavioral Health Professionals must have completed their graduate degrees (with the exception of grandfathered LISAC clinicians). Two levels of behavioral health professionals exist:

- those who are licensed to practice independently
- those with limited licensure who continue to *operate* under the supervision of independently licensed clinicians (individuals who have graduated with doctoral degrees in psychology and are accruing supervised hours toward licensure are considered to be at the associate licensure level).

The licensure status of behavioral health professionals are credentialed and privileged per the RTC Credentialing and Privileging of Clinical Staff Members Policy.

Year of experience for pay step increases are counted beginning with the completion of the highest level of education/licensure on record.

### Pay Schedule

<u>Credential</u>	<u>0-2 yrs.</u>	<u>3-4 yrs.</u>	<u>5-6 yrs.</u>	<u>7-plus yrs.</u>
Ph.D. Independent Licensed	77,140	81,200	87,290	91,350
Ph.D. Post-doctoral	63,092	66,247	68,350	70,453
Masters Independent Lic.	N/A	70,453	72,556	75,711
Masters Assoc. Lic.	57,835	60,989	63,092	65,195
Bachelors Independent	N/A	57,835	62,041	66,247

# Job Classification

## Administrative Director (Business Administrator)

Revision: October 28, 2014

The core function of the Administrative Director is to plan, lead, organize, and control the financial and physical aspects of the RTC. Business Administration professionals generally receive bachelors or associates degrees in business management. However, successful administrative directors often build their careers on years of on the site work experience without formal college degrees. Responsibilities include: supervising staff, analysis of financial data, medical billing, clinical record filing, purchasing, hiring, training, quality control, program creation, etc.

### Pay Schedule

<u>Credential</u>	<u>0-2 yrs.</u>	<u>3-4 yrs.</u>	<u>5-6 yrs.</u>	<u>7-plus yrs.</u>
Master's Degree	68,005	75,110	79,170	83,230-plus
Bachelor's Degree	56,840	60,900	64,960	69,020
Associates Degree	n/a	50,750	56,840	60,900
H.S. Dipl. +24 credits	n/a	n/a	53,795	58,870
H.S. Diploma	n/a	n/a	50,750	55,825

# Job Classification Billing Coordinator

Revision: October 28, 2014

The RTC Billing Coordinator ensures that the agency receives payment from third party payers for all appropriate services. Thus, the billing coordinator tracks clinical documentation, ensures that it meets documentation requirements, bills the services, checks to ensure that the agency was paid for each service and resubmits insurance claims when they are denied, ensures that records are kept and maintained according to professional best practice standards, assist in the creation of policies to ensure that billing practices are effective and accurate, and supervises assistants who help with the billing and filling.

## Pay Schedule

<u>Credential</u>	<u>0-2 yrs.</u>	<u>3-4 yrs.</u>	<u>5-6 yrs.</u>	<u>7-plus yrs.</u>
Certified with Bachelor's Degree	39,585	43,645	47,705	50,750
Certified with Technical Degree	33,495	37,555	41,615	44,660
Associates Degree In Bus/Acct/etc.	33,495	37,555	41,615	44,660
H.S. Diploma No Certificate	n/a	30,450	34,510	38,570

# Job Classification

## Behavioral Health Paraprofessional

Revision: October 28, 2014

Behavioral Health Paraprofessionals assist behavioral health professionals and behavioral health technicians in providing counseling services to RTC clients. Thus, behavioral health paraprofessionals provide: case management; transportation services; night-time oversight in the residential program; assist in room set-up, client support and attendance during group therapy; and other services. Behavioral health paraprofessionals may not conduct counseling sessions or assessments/screenings. However, they may assist in the provision of direct clinical services under the supervision of a behavioral health professional or technician. The core function of a behavioral health paraprofessional is to support clients and to assist behavioral health professionals and behavioral health technicians. Depending upon years of experience and educational attainment, behavioral health paraprofessionals may become eligible to be behavioral health technicians.

### Pay Schedule

<u>Credential</u>	<u>0-2 yrs.</u>	<u>3-4 yrs.</u>	<u>5-6 yrs.</u>	<u>7-plus yrs.</u>
H.S. Dipl. +24 credits In related field	28,355	n/a	n/a	n/a
H.S. Diploma	26,252	28,282	n/a	n/a



**Job Classification**  
**Physical Facilities Maintenance/Safety Specialist**  
**Janitor/Transportation Specialist**

Revision: October 28, 2014

The Physical Facilities Maintenance/Janitor is responsible to ensure that the RTC physical facilities are clean, safe, and in good repair. The Physical Facilities maintenance/Janitor is responsible to clean all areas of the agency (both inside and out) and to complete minor repairs to the buildings and grounds. The Physical Facilities Maintenance/Janitor position also coordinates with repairmen and other vendors for repairs that require extensive expertise. The Physical Facilities Maintenance/Janitor also functions as the agency safety officer.

**Pay Schedule**

<u>Credential</u>	<u>0-2 yrs.</u>	<u>3-4 yrs.</u>	<u>5-6 yrs.</u>	<u>7-plus yrs.</u>
H.S. Dipl. +24 credits	26,715	28,745	30,775	32,805
H.S. Diploma	24,685	26,715	28,745	30,775

# Job Classification

## Quality Management Administrator

Revision: October 28, 2014

The RTC Quality Management Administrator is responsible for creating and implementing strategies designed to ensure that RTC clinical services meet the best practice standards in the field of substance abuse counseling/treatment. Various standards of care are adhered to, including: State/AHCCCS standards; Indian Health Services Standards; and standards developed by the WMAT Division of Health Programs. As such, the quality management administrator develops various methods to measure program success and outcomes and to ensure that the agency adheres to all appropriate standards regarding clinical documentation. The quality management administrator may also assume the position of the agency HIPAA Compliance Officer.

**Special Qualifier:** Quality Management Administrators who obtain national certification in quality management (i.e. who obtain the equivalent of the Health Care Quality Assurance Board Certified Professional in healthcare quality or the equivalent), will receive an additional 5,000 dollars increase to each category.

### Pay Schedule

<u>Credential</u>	<u>0-2 yrs.</u>	<u>3-4 yrs.</u>	<u>5-6 yrs.</u>	<u>7-plus yrs.</u>
Masters Degree in A Health Care Field	43,645	45,675	47,705	49,735
Bachelors Degree in A Health Care Field	38,570	41,615	43,645	45,675
H.S. Dipl. +120 Appropriate CEUs	37,452	39,482	42,527	42,630
H.S. Dipl. +60 Appropriate CEUs	35,422	37,452	39,482	42,527
H.S. Dipl. + 30 Appropriate CEUs	33,392	35,422	37,452	37,452
High School Diploma	30,347	32,377	34,407	36,437

# Job Classification

## Program/Clinical Supervisor

Revision: October 28, 2014

Program/Clinical Supervisors are individuals with education and experience sufficient to become supervisors over distinct programs within the Rainbow Treatment Center service network. Program/Clinical Supervisors are responsible for overseeing the clinical performance, personnel issues, and other administrative factors associated with their departments. Program/Clinical Supervisors conduct team meetings, complete employee evaluations, ensure that programs maintain adequate staff coverage, and otherwise are responsible to ensure that their programming continues uninterrupted and smoothly.

### Pay Schedule

Program Supervisors receive additional compensation on top of the regular pay that supervisors otherwise qualify for. For example, a behavioral health technician with 6 six years of experience and an associate's degree would receive their base pay of 36,244 plus 5,000 dollars for their supervisory posting. Appropriate Supervisory experience at other agencies prior to RTC employment may be counted towards experience steps (the Administrative and/or Clinical Director shall determine whether prior supervisory experience is applicable to pay steps).

<u>0-2 yrs.</u>	<u>3-4 yrs.</u>	<u>5-6 yrs.</u>	<u>7-plus yrs.</u>
5,075	6,598	7,105	8,628

# Job Classification

## General Support Staff

Revision: October 28, 2014

Support Staff Members engage in activities designed to support the general mission of Rainbow Treatment Center. Thus, they provide services such as: record filing; accounts payable; supplies acquisitions; data input; processing of Tribal Paperwork such as Form E's, travel and training requests, payroll, etc. They often work closely with the Tribal Grants and Contracts Department and other departments to ensure that Tribal paperwork is processed quickly and efficiently.

**Special Qualifier:** Certification from an approved nationally recognized certification agency in an appropriate area, for example, "medical Billing" or "medical records Management" will result in a 5,075 dollars increase in each yearly pay step.

### Pay Schedule

<u>Credential</u>	<u>0-2 yrs.</u>	<u>3-4 yrs.</u>	<u>5-6 yrs.</u>	<u>7-plus yrs.</u>
Associates Degree	28,420	30,450	32,480	34,510
24 college Credits	26,390	28,420	30,450	32,480
High School Diploma	24,360	26,390	28,420	30,450

# Job Classification Outreach Specialist

Revision: October 28, 2014

The Outreach Specialist's primary task is to create and implement strategies to educate the Tribal Community on how substance abuse impacts individuals, families, and the community and to educate the community on how to obtain services. The Outreach Specialist utilizes social media tools, print materials, verbal presentations, internet based networking, etc. to accomplish his/her mission. The Outreach Specialist is considered a senior staff member who is required to demonstrate significant leadership and organizational skills.

**Special Qualifier:** Individuals who possess state licensure/certification as a substance abuse/mental health/health care clinician (for example, an RN or Southwest Certification) are entitled to 5,000 in additional funding at each pay step

## Pay Schedule

<u>Credential</u>	<u>0-2 yrs.</u>	<u>3-4 yrs.</u>	<u>5-6 yrs.</u>	<u>7-plus yrs.</u>
Masters Degree	43,602	46,647	48,677	50,750
Bachelors Degree	40,557	43,602	45,632	46,647
Associates Degree	38,527	40,557	42,587	44,617
High School Diploma	36,497	38,527	40,557	42,587

# Job Classification Food Preparation

Revision: October 28, 2014

Food Preparation Staff members ensure that food is prepared in a sanitary manner for the consumption of Rainbow Treatment Center Clients and Programming.

## Pay Schedule

<u>Credential</u>	<u>0-2 yrs.</u>	<u>3-4 yrs.</u>	<u>5-6 yrs.</u>	<u>7-plus yrs.</u>
Associates Degree	29,435	31,465	33,495	35,525
24 college Credits	26,390	28,420	30,450	32,480
High School Diploma	24,360	26,390	28,420	30,450

# Job Classification Education Professionals

Revision: October 28, 2014

Rainbow Treatment Center hires educational professionals who provide academic/vocational rehabilitation services to clients. Professional educators must to maintain certification in any state to teach in appropriate areas. Exception to certification rules may be made in the case of entry level educators; however, when this is the case, educators are required to create and follow a cohesive, time-limited plan that will lead to eventual certification.

In addition to their educational duties and training, educational professionals are required to meet the general requirements and perform the duties of behavioral health technicians as appropriate. See the specific job descriptions of the various educational

## Pay Schedule

<u>Credential</u>	<u>0-2 yrs.</u>	<u>3-4 yrs.</u>	<u>5-6 yrs.</u>	<u>7-plus yrs.</u>
Masters Degreed Cert.	45,675	48,720	51,765	54,810
Masters Degreed: Non-Cert.	40,660	42,630	NA	NA
Bachelors Degreed: Cert.	39,585	42,630	45,675	48,720
Bachelors Degreed: Non-Cert.	37,555	40,600	43,645	46,690

# Job Classification

## Recreational Therapist

Revision: October 28, 2014

Recreational Therapist utilize a variety of techniques to engage individuals in the treatment process, including games, arts, crafts, music, sports, camping, dance, yoga, adventure activities, etc. to assist clients in building and maintaining emotional, mental, and physical well-being. Recreational therapists take leadership roles in organizing and operating recreational therapy activities and provide support and supervision to behavioral health technicians who are involved in recreational therapy work. Recreational therapist may be certified by national organizations as recreational therapist and this is accounted for in the pay schedule. Recreational therapist complete clinical documentation work as appropriate.

### Pay Schedule

<u>Credential</u>	<u>0-2 yrs.</u>	<u>3-4 yrs.</u>	<u>5-6 yrs.</u>	<u>7-plus yrs.</u>
Masters Degree, with cert.	45,675	48,720	53,795	56,840
Masters Degree, no cert.	42,630	45,675	48,720	51,765
Bachelors Degree, with cert.	42,630	47,705	52,780	55,825
Bachelors Degree, no cert.	37,555	42,630	47,705	52,780



# Job Classification

## Logistics Officer

Revision: October 28, 2014

The RTC Logistics Officer is responsible for the purchasing of all supplies and services that RTC requires to achieve its mission. The Logistics Officer will evaluate suppliers, negotiate contracts and review product quality. The Logistics Officer will work closely with Tribal Accounting and other managers to ensure that timely delivery of products and services and to ensure payment to vendors. The Logistics Officer will ensure that RTC staff member are aware of what products are available to them. The Logistics Officer will also monitor the storage and supplies of needed products and ensure that staff members have the supplies they require to meet their job demands.

### Pay Schedule

<u>Credential</u>	<u>0-2 yrs.</u>	<u>3-4 yrs.</u>	<u>5-6 yrs.</u>	<u>7-plus yrs.</u>
Bachelors Degree in Finances/Business	41,615	44,660	47,705	50,750
H.S. Dipl. +120 Appropriate CEUs	37,452	40,497	43,542	45,675
H.S. Dipl. +60 Appropriate CEUs	35,422	38,467	41,512	44,557
H.S. Dipl. + 30 Appropriate CEUs	33,392	36,437	39,482	42,527
High School Diploma	30,347	33,392	35,422	37,452

# Job Classification

## Property and Transportation Manager

Revision: October 28, 2014

The RTC Property and Transportation Manager takes care of the many aspects of RTC's physical properties and transportation programs. He or she supervises all janitors, repairmen, drivers, and watchmen who are employed by Rainbow Treatment Center. He or she creates driving routes to bring RTC clients to clinical services and ensures that transportation services are provided in a timely, friendly and efficient manner. He or she also coordinates with non-RTC contractors who provide specialized services, such as electricians, plumbers, boiler repairmen, etc.

### Pay Schedule

<u>Credential</u>	<u>5-6 yrs.</u>	<u>7-plus yrs.</u>
Bachelors Degree in Business, contracting	50,750	55,825
H.S. Dipl. +120 Appropriate CEUs	49,735	54,810
H.S. Dipl. +60 Appropriate CEUs	46,690	51,765
H.S. Dipl. + 30 Appropriate CEUs	43,645	48,720
High School Diploma	40,600	45,675

## Special Training Qualifier

The leadership at the White Mountain Apache Tribe and Rainbow Treatment Center recognize that a well prepared and skilled work force is essential for the provision of substance abuse counseling services. Thus, Rainbow Treatment Center and the Tribe encourages and assists its staff member to enter into and complete appropriate professional training that benefits clients, staff members, and the agency. In order to encourage staff members to fully develop their professional interests and abilities, RTC provides an individual training budget for its staff member and maintains detailed career development plans for each of its staff members.

In order to encourage staff members to increase their job skills, Rainbow Treatment Center provides a one-time benefit of a 5,000 dollars salary increase for staff members who complete advanced vocational training appropriate to their positions of responsibility. Such fields might include: substance abuse counseling; advanced case management skills; food preparation management; bookkeeping; accounting; physical facilities administration; third-party billing; etc. To be eligible for the 5,075 dollars increase in salary, the training program must meet the following requirements:

- It must be readily identifiable as a cohesive training program to include: schedule of study; topics to be mastered; identifiable and appropriate instructors; educational accreditation (as appropriate); a minimum of 10 months of continuous study/effort.
- The program must maintain a set of standards to evaluate student progress, to include testing; applied work; etc.
- The program must not detract from RTC employee job performance. Tribal Educational policies will be followed. However, study time, class time, etc. that exceeds approved Tribal Policies must be completed on students' own time outside of work (as appropriate).
- The vocational training program must be specifically identified in employee's yearly professional career development plans and signed by appropriate supervisors.
- The training program must be appropriate to the staff members' career goals, educational level, and certification/licensure status as judged by supervisory and administrative staff members.

### Pay Schedule

**5,075 Dollar Increase in Salary**