



Position Description

Position Title: Behavioral Health Counselor and Clinical Supervisor
Department: Health and Wellness
Status: Exempt

Summary

This position will assist patients in developing social and psychological plans aimed at cultivating new interests, self-confidence/esteem, and interpersonal relationship skills to promote a healthier lifestyle. The Counselor is expected to provide comprehensive mental health assessments, individual and group counseling, facilitate linkages to treatment and other related services. In addition to being a practicing clinician, the individual will manage day-to-day operations of their department, aligning the work of the department with organizational goals and strategic priorities.

Duties & Responsibilities

- Supervise, assist in recruitment and orientation, and evaluate provider staff
- Lead development of a counselor training program to include students and qualified therapists in training, including developing supervisory capacity of the behavioral health team
- Contribute to and develop quality improvement standards, protocols, and initiatives
- Maintain relationships with educational programs and partners
- Provide input in the decision-making process for operation policy, procedures, and strategic planning activities
- Conduct comprehensive assessments for mental health and/or substance abuse treatment
- Provide individual and/or group counseling for clients
- Participate in debrief sessions, weekly supervision, department, agency wide and other meetings, training and development opportunities as determined appropriate by supervisor
- Coordinate, prepare and maintain required charting in a timely and thorough manner
- Develops individualized treatment plans with measurable goals and objectives
- Collaborate as needed with other staff at the Health Center and develop community partnerships to support individuals in attaining services such as housing, additional mental health care, legal advocacy, etc.
- Collaborate in performance review activities for the quality improvement program
- Write quality improvement reports and formulate recommendations with the Medical Director when requested
- Maintain continuing education credits to ensure appropriate licensure
- Promote the mission, vision and values of the organization in all interactions
- Report to work as scheduled
- Other duties as assigned

Education and/or Experience

The individual will possess a master's degree in mental health or related field and have a minimum of five years of experience providing therapy. Must be trained in supervision of qualified therapists in training and have a minimum of two years' experience supervising QTTs and/or practicum/internship students. Must have knowledge of mental illness, diagnosing, and coding. Wisconsin licensure in one of the following: Licensed Professional Counselor, Licensed Clinical Social Worker, Licensed Marriage and Family Therapist, or Doctor of Psychology.

Communication Skills

The individual must possess very strong oral and written communication skills and have the ability to read and understand documents; write routine reports and correspondence; speak effectively before groups of customers or employees of organization. Bilingual skills (Spanish/English) are helpful but not required for this position.

The individual must communicate with patients, families, communities, other health professionals and co-workers in a responsive and responsible manner to support a team approach to the maintenance of health and the treatment of disease. Engage others, appropriate to the specific care situation, in shared patient-centered problem solving.

Computer Skills

The individual must possess a working knowledge of computers and demonstrate the ability to learn practice management system.

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.

- Work may require sitting or standing for long periods of time; also stooping, bending and stretching
- Occasionally lifting 25 pounds or more
- Requires manual dexterity sufficient to operate a keyboard, telephone, copier and other such equipment
- Specific vision abilities required by this job include close vision, color vision and ability to adjust to focus

Work Environment

Work is performed largely indoors and most days are spent working directly with patients. Work hours correspond to the hours that the health center is open, which include weekday business hours and exclude holidays and weekends. Community involvement is encouraged but not required. Interaction with others is frequent and interruptive, and work may be stressful at times. The noise level in the work environment is usually moderate.

As an organization committed to diversity and inclusion, Scenic Bluffs Community Health Centers provides equal employment opportunities to all employees and applicants for employment, encourages applications from historically underrepresented groups, and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Acknowledgement

This job description describes the general nature and level of work performed by employees assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

Employee Signature

Date