



Position Description

Position Title: Mental Health Counselor
Department: Health and Wellness
Reports To: Clinician as Supervisor – BH & CAM
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 actively collaborate in quality improvement, community health promotion, and staff development activities.

Duties & Responsibilities

- 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

Qualifications

The individual must respect the confidentiality of patient information while performing job duties and to establish and maintain effective working relationships with patients, employees and public. The individual must also possess excellent understanding of prevailing standards of medical practice, and the ability to constructively participate in a clinical quality improvement. The position includes having to meet deadlines, deal effectively with time pressures and stress and write reports and correspondence. Intermediate math skills and legible handwriting is a must. Quality, accuracy, thoroughness, timeliness and reliability of work performed are essential. The individual must have a valid drivers license, be insurable and provide own transportation.

Education and/or Experience

The individual will possess a Masters Degree in mental health or related field and have one year of experience providing individual, couple and/or family therapy. Must have knowledge of mental illness, diagnosing, and coding.

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 required.

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 include some evenings and otherwise are generally during normal business hours and average no more than 40 hours a week for full-time employees, 30 hours a week for limited full-time employees and less than 29 hours for part-time employees. Interaction with others is frequent and interruptive. Work may be stressful at times. The noise level in the work environment is usually moderate.

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