



**Amistad Community Health Center
Licensed Professional Counselor**

**Title: Licensed Professional Counselor
Supervisor: Director of Behavioral Health**

**Department: Behavioral Health
FLSA Status: Exempt**

GENERAL SUMMARY OF DUTIES: Provides individual and group psychotherapy services to children, adolescents, and adults. As a member of a multidisciplinary team, provides clinical consultations with medical providers. Additionally provides brief and crisis interventions to primary care patients as needed.

ESSENTIAL FUNCTIONS:

- Provides individual and group psychotherapy services
- Provides direct support to clinic medical staff
- Provides brief intervention and crisis intervention as needed
- Conducts initial patient assessments
- Conducts psychosocial assessments
- Develops treatment plans
- Writes and maintains progress notes for all encounters
- Conducts appropriate discharge of patients
- Maintains and updates client record
- Makes appropriate referrals for clients, including psychiatric (within or outside of agency)
- Obtains client records when needed (medical, MHMRA, etc.)
- Engages in community outreach and provides community presentations when needed
- Performs case management duties as necessary
- Participates in case staffing and administrative meetings
- Participates in clinical supervision and seeks peer consultation as needed
- Other duties as assigned and abides by agency's policies and procedures and Behavioral Health Department Policies and Procedures.
- Provides 8 hours of direct patient services per day.
- Maintains productivity of 10 patients per day
- Any other duties assigned by the supervisor

EDUCATION: Master's or higher degree in Counseling, Psychology or Social Work.

LICENSURE: Current state licensure by the Texas Board of Licensed Professional Counselors is required

EXPERIENCE: Previous counseling experience in behavioral health and demonstrated level of clinical counseling skills indicative of ability to engage in self-regulated practice. Experience in the medical field working with mental health issues preferred, as well as with groups and diverse cultural, ethnic and socio-economic settings.

KNOWLEDGE: In-depth knowledge of DSM-V; strong knowledge of different counseling methodologies and techniques. Knowledge and experience in group counseling. Strong knowledge of trauma informed treatments and evidence-based models. MS Word, MS Excel and PowerPoint.

SKILLS:

- Strong clinical and assessment skills, cultural competence, basic casework skills (referrals, advocacy)
- Strong verbal and written skills
- Strong organizational skills to effectively perform multitasking
- Skill in establishing and maintaining effective working relationships with patients, staff, and the public

ABILITIES: Flexibility to be able to work in different work settings and environments, ability to work as part of multi-disciplinary team, ability to provide vision, feedback, and creativity to a growing and changing behavioral health department.

PHYSICAL/MENTAL DEMANDS: Mentally challenging position due to continuous exposure to extreme issues and mental health trauma. Required to sit, stand, walk and move about throughout the day; manual dexterity to handle, or feel objects, tools, or controls; reach with arms and hands; occasionally climb stairs; balance, stoop, kneel or crouch occasionally; talk and hear; vision abilities required include close vision, distance, color and peripheral vision, depth perception and ability to focus. Occasionally lift and/or move up to 25 pounds.

ENVIRONMENTAL/WORKING CONDITIONS: Will need to adapt to various work spaces – counseling offices, exam rooms. For the most part, ambient room temperatures, lighting and a traditional office environment exists. May experience traumatic situations including psychiatric and medical crisis situations within the environment; some exposure to hazardous materials or physical risks requiring basic safety precautions; exposure to blood borne pathogens requiring PPE. Exposure to virus, disease, and infection.

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities and working conditions may change as needs evolve.

The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required in order to perform the work. The health center reserves the right to revise or change job duties and responsibilities as the business need arises. Additionally, this job description is not intended as an employment contract, implied or otherwise, and the Center continues to maintain its status as an at-will employer.

I hereby acknowledge that I have read and understand the above mentioned job duties, qualifications, policies, and procedures for this position. I also certify that I received a copy of this job description.

Signature

Date