

JOB DESCRIPTION

COUNSELOR

Requirements:

Masters degree in a related social service field with at least three months direct counseling experience (or relevant internship); or a Bachelors degree in a related social service field with at least one year direct experience (which may be inclusive of an internship); applicants with experience in both drug and alcohol and mental health and with CAC and/or licensure are preferred.

Accountability: Clinical Supervisor

Responsibilities:

1. To provide screening, assessment, and evaluation of potential clients.
2. To provide individual, group, and or family counseling.
3. To effectively assess client treatment needs and develop a comprehensive individualized treatment plan.
4. To actively participate in individual supervision and clinical team meetings.
5. To work cooperatively with the psychiatrist in meeting the medication management needs of clients.
6. To attend staff meetings and community meetings/committees as assigned.
7. To provide community outreach and networking related to clinical services.
8. To maintain appropriate credentials and attend ongoing training and education as required by licensure, certification and/or agency policy.
9. To maintain accurate, up to date clinical documentation in the client record.
10. To prepare reports as requested.
11. To work closely other treatment team staff, case managers and. other outside persons involved in a clients care to assure effective coordination of care.
12. To meet all insurance and funding source requirements.
13. To provide crisis coverage as needed.

Berks Counseling Center is an Equal Opportunity Employer!