

## **JOB DESCRIPTION**

**Title: 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 counseling experience in both drug, alcohol and mental health with CAC and/or licensure 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.

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Counselor

Date

Clinical Supervisor

Date