



# MENTAL HEALTH COUNSELOR

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**DEPARTMENT:** YFCS

**# OF HOURS:** Full-Time, 40 hrs

**REPORTS TO:** Program Manager

**PAYRATE:** D.O.E.

**CLASSIFICATION:** Exempt

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## **POSITION PROFILE:**

The Mental Health Counselor provides counseling, education, and prevention services to children, youth, and families referred to us through other agencies or within this agency.

## **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

- Supervise and manage a full time caseload. Provide individual and family counseling services to children, youth and families
- Provide psycho-social assessment and services to youth (6-18) and families; Strong skills in individual/family/group therapy needed
- Maintain and aggregate casework and statistical records for government contracts
- Meet county standards for billable units
- Administrative responsibilities including caseload distribution, client assignments, contract coordination and accountability services as assigned
- Maintain on-going outreach and linkage building activities within the community, the schools and juvenile justice system
- Supervise graduate and BA level interns and agency volunteers
- Provide case management services including psycho-social assessment and treatment planning
- Client advocacy and client follow-up
- Maintain accurate updated case files and compile statistical data monthly
- Understand how to identify, refer and/or treat dual diagnosis issues
- Other tasks as assigned by the Program Manager

## **QUALIFICATIONS (Education, Experience and Certifications):**

- Master's degree in Social Work, Counseling, or related field. MSW/LCSW preferred. License eligible. LCSW/MFT licensing supervisions provided
- Bilingual English/Spanish is preferred.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge and experience working with minority populations
- Strong clinical skills in family therapy, group, and multi-family group therapy, and parent education
- Direct experience/expertise in working with youth involved with the juvenile justice system, substance abuse, gang activity, and child abuse
- Experience in providing casework/case management services
- Skilled in providing clinical supervision to interns and student trainees



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- Access to reliable transportation and willing to use it for job-related tasks
- Have and maintain positive and supportive relationships with coworkers
- Maintain accurate knowledge about the agency, its programs and service
- Accurately represent the agency to and maintain positive working relationships with the general public, clients, funding sources, government bodies, etc.
- Communicate positive and negative feedback from the community through your supervisor to management
- Utilize appropriate opportunities to pursue positive public relations for the agency
- Knowledge of Anasazi database, County required paperwork, and Brief Strategic Therapy a plus

## **WORKING CONDITIONS:**

**ENVIRONMENT:** Office and client home settings. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level. Job could include minimum to high intensity noise level based on whether conducting groups, one-on-one or trainings.

**PHYSICAL REQUIREMENTS:** While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).

**MENTAL:** Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and be able to provide professional leadership.

*The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*