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Please find below the job description for the position of Clinical Mental Health Counselor at Trauma-Informed Counseling Center.

Clinical Mental Health Counselor Job Description

Please note, Trauma-Informed Counseling Center seeks to ensure its staff is as equally diverse as the clients it serves, therefore, TICC is seeking to hire minority clinical mental health providers

This is a professional position in which the incumbent provides direct client care within the TICC office setting, via telehealth, or via school setting (when and if applicable), provides weekly or bi-weekly clinical supervision to supervisees, reviews supervisees client's charts in terms of clinical notes, intakes, any letters written and/or documents that need to be completed on behalf of the client (when applicable). The incumbent also works collaboratively with fellow clinical mental health counselors and targeted case managers for the purpose of wrap around services to TICC clients. The incumbent completes client assessment and diagnosis, formulate treatment plans, provide client education, prepare medical records and refer clients for inpatient care in accordance with statutes, regulations and protocols regulating the profession when needed.

QUALIFICATIONS:

JOB QUALIFICATIONS AND EXPERIENCE

1. Master's degree (MA or MS) or equivalent in Counseling, Psychology, Social Work, Marriage and Family Therapy or related field; four years related experience and/or training. Bi-lingual in Spanish is not required but encouraged. Both education and experience must meet the following experience criteria:

- Demonstrate ability to keep accurate and complete charts, client records, required data forms/processes.
- Demonstrate ability to perform additional duties such as facilitating client support groups, individual or group counseling, health education, child development activities and/or training.

- Demonstrate ability to represent the practice in a professional manner with collaborative groups.

RESPONSIBILITIES:

1. Perform mental health and other risk assessments in accordance with practice standards.
2. Develop counseling interventions in coordination with the client and/or their family.
3. Provide individual and/or family counseling services.
4. Make referrals to appropriate services and follow up on referrals of targeted clients through phone calls, emails, etc.
5. Work closely with TCM's or other mental health professionals to provide meaningful clinical care to clients.
6. Complete comprehensive assessments, treatment plans, progress notes and other documentation in a timely manner.
7. Complete written documentation to practice standards.
8. Conduct weekly/bi-weekly supervision sessions with supervisors/supervisees (if applicable)
9. Meet billing requirements as set by the company (*seeing at least 15 to 32 clients per 40-hour work week.*)
10. Participate in weekly individual and group supervision (*if required*).
11. Attend trainings to expand knowledge of current intervention options.