



JOB NOTICE

Date Posted: November 5, 2020

Date closed: November 23, 2020 or until filled

SIGN ON BONUS for the following licensure: LPC/LSW- \$750
LPCC, LISW, LICDCIII- \$1,500
LPCC-S, LISW-S and LICDC- \$2,000

APPLICATION PROCEDURES: Send letters of intent and resume, preferably with completed application to: HR Box-BHC OP; COMPASS Family and Community Services, 535 Marmion Avenue, Youngstown, Ohio 44502.

Department: Part time Outpatient (Marmion)

Title: Behavioral Health Counselor

Salary \$: Part Time – 20 hours per week

Shift: Day turn mostly; Monday through Friday, but will include evenings based on client need.

OVERVIEW

The Behavioral Health Counselor will provide clinical services within our outpatient facility located in Youngstown. This will require flexibility of hours, the ability to provide clinical interactions which reflect competency, demonstrate clinical judgments which are appropriate to client's functioning and agency's risk tolerance standards, deliver accurate, substantive and timely documentation which meets best practice guidelines and regulatory standards as well as the capacity to exhibit effective interactions with clients and other essential parties.

DUTIES AND RESPONSIBILITIES:

- Diagnostic Assessment
- Treatment planning
- Clinical services (group and individual counseling; family counseling as needed) that are provided per best practice standards and meet program metric targets (impact goals).
- Integrate all relevant referral information into the assessment process, and acquire additional collateral information as needed
- Collaborate with the program manager to determine and designate site and supervision protocols

- Collaborate with the program manager to assess and determine client level of care changes (decisions related to admission, transfer/discharge, and step-up)
- Collaborate with the client to determine effective treatment modalities.
- Diagnostic Assessments that are completed within program specific timelines
- Treatment Plans (ITP) that evidence client participation and are completed within program specific timelines
- Service Progress Notes that are completed within 48 hours of service delivery
- Transition/Discharge Summaries that are completed with the client prior to discharge (when possible)
- Other clinical documentation as needed (ex. Memos to chart, third party correspondence etc.)
- Collaborate with peers and supervisors
- Collaborate with external service providers, and other concerned members of the community
- Collaborate with family and significant others when necessary
- Introduce new ideas for improving the quality of care
- Share skills and expertise with other agency staff
- Advance own level of skill and competency through participation in continuing education opportunities.

QUALIFICATIONS FOR JOB

Education/Experience: Master's Degree in Counseling or Social Work and licensed in the state of Ohio (LPC, LPCC, LSW, LISW), with two years of relevant experience preferred.

Technology: basic computer literacy to include experience in the use of word processing (ex. Microsoft Word); Previous experience with electronic health records is preferred.

Miscellaneous requirements: Criminal background check; Pre-employment drug screen; ***If applicable to the position requirements includes:*** Clear driving record; TB test, Mini-Physical and First Aid/CPR.

Must meet COMPASS automobile liability insurance carrier guidelines to be insurable under the COMPASS policy. **Note:** COMPASS clients should be transported using a COMPASS vehicle, if a COMPASS vehicle is not available then the staff member is responsible to verify that they maintain adequate coverage through their personal carrier. If a COMPASS vehicle is not available, then the staff member is responsible to verify that they maintain coverage through their personal carrier for business related travel, including the transporting of clients, and must provide proof of coverage to COMPASS prior to transporting any COMPASS clients.

Interpersonal/ Human Relations Skills: Flexible, adaptable, calm but assertive demeanor, effective communicator

Exempt: Not eligible for over time

AN EQUAL OPPORTUNITY EMPLOYER – SERVICE PROVIDED THROUGH AFFIRMATIVE ACTION
EOE-MF/H including persons with disabilities and veterans