



JOB NOTICE

Date Posted: March 17, 2021

Date closed: April 1, 2021 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-Assessment; COMPASS Family and Community Services, 535 Marmion Avenue, Youngstown, Ohio 44502, VIA Indeed or email to jobs@compassfamily.org.

Department: Full Time Outpatient (Marmion Ave. – Youngstown)

Title: Assessment Counselor

Salary \$: Full-time; 40 hours per week position includes a competitive salary and benefits package.

Shift: Day turn mostly; Monday through Friday but could include evening hours based on client need.

OVERVIEW

The Assessment Counselor will provide diagnostic assessment services within our outpatient facility located in Youngstown. The responsibilities of this position include providing clinical interviews with clients who need assistance related to mental health and/or substance use disorders. This client engagement will require the ability to provide clinical interactions that reflect competency in conducting diagnostic assessments as well as demonstrate strong clinical judgment that is appropriate to client needs/functioning and agency programming available to support client needs. This position involves the necessity for substantive and timely documentation that 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 completed within agency and accreditation guidelines
- Integrate all relevant referral information into the assessment process, and acquire additional collateral information as needed
- Collaborate with the clinical supervisor to assess and determine client level of care changes (decisions related to admission, transfer or discharge)

- 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 as appropriate
- 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. COMPASS is willing to interview students approaching graduation from a Master's in Counseling or Social Work program.

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 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