**R.U. 310/320/330/336/337/338/340** **ORGANIZATIONAL CATEGORY**: Consumer Services

**JOB CLASSIFICATION**: Licensed/Certified Staff Clinical **TITLE**: Counselor

**IMMEDIATE SUPERVISOR**: Director of Clinical Services

**ADMINISTRATIVE OVERSIGHT**: Director of Operations

**SUBORDINATES**: none

**DEPARTMENT/SERVICE/UNIT**: As Assigned

**TIME SPAN/CLASSIFICATION/WORKING HOURS**: Full-time, Part-time, contractual, On-call status

# OVERTIME: Exempt [ ]  Nonexempt [x]

**LENGTH OF PROBATIONARY PERIOD: Six Months**

**QUALIFICATIONS:**

 **Minimum:**

 Education: High School Diploma or G.E.D.

 Skills: Verbal and written communication skills, word processing

 Experience: 1 year in chemical dependency field

Licensure/Certification: Valid driver’s license with good driving record;

 First Aid/CPR certification; CDCA

 **Preferred:**

 Education: Masters degree in Counseling, Psychology or Social Work

 Skills: Verbal and written communication skills, word processing

 Experience: 5 years in chemical dependency field

Licensure/Certification: Valid driver’s license with good driving record;

 First Aid/CPR certification; LICDC, LISW or PCC or on track for licensure from Ohio Board

**GENERAL JOB DUTIES AND RESPONSIBILITIES**: (To be performed by anyone holding this

Position, regardless of specific site or program)

1. Provide assigned clinical work which includes individual and group support and treatment as planned with the consumer(s), the clinical director, and clinical team members.

2. Conduct and complete consumer assessments, diagnosis, reviews and planning as per agency policy and procedure while securing consumer participation in individualized planning and assist the individual in achieving objectives and maximizing independence.

3. Carry out services which follow appropriate individualized service plans for consumers and families served while maintaining contact with assigned consumer as per agency policy and procedure.

4. Coordinate and assist with crisis intervention and stabilization and referrals for mental health and other agency support including written and verbal communications with referral agents notifying the Clinical Director when a Children Services referral or other special needs arise per policy, procedure and instruction from administrative staff.

5. Establish and maintain clinical work as assigned while maintaining clinical documentation in an accurate and timely manner while maintaining productivity and quantum rates set by the agency.

6. Attend required trainings as needed/assigned and maintain certification/licensure required of the position and as instructed.

7. Serve as leader in clinical team to establish and maintain professional relationship with clinical and support staff which enhances professionalism, skill development, and which adheres to legal codes and established code of ethics while carrying out all duties.

8. Provide additional services and programming when requested by the clinical director

* **DENOTES ESSENTIAL FUNCTIONS**: (as defined by ADA)

Must have valid driver’s license and good driving record and to be able to move freely from site to site.

**R.U. 380** **ORGANIZATIONAL CATEGORY**: Consumer Services

**JOB CLASSIFICATION**: Licensed/Certified Staff Clinical **TITLE**: Counselor

**EMPLOYEE CHARACTERISTICS:**

1. Must demonstrate a high level of organizational and leadership skills
2. Must demonstrate sensitivity to consumers and confidentiality
3. Must demonstrate good verbal and written communication skills.

**SPECIFIC COMPETENCIES:**

1. Maintain confidentiality of agency

 2. Maintain and apply a working knowledge of HRS' policies and procedures

 3. Required to have current First-Aid and CPR certification

 4. Maintain ability to communicate and carryout tasks effectively with consumers,

 supervisor, fellow staff, and community contacts

 5. Must be able to demonstrate a working knowledge of all fire and safety systems that have

 direct impact on consumer care

**TRAINING REQUIREMENTS**:

 1. First-Aid

 2. CPR

 3. Infection Control, Bloodbourne Pathogens, and Tuberculosis

 4. Consumer Confidentiality

 5. Cultural Sensitivity

 6. Emergency and Safety Procedures

 7. Consumer Abuse and/or Neglect Reporting Procedures

 8. Consumer/Staff Incident Reports

 9. Employee Orientation

 10. Crisis Intervention

 11. Defensive Driving

 12. Drug Free Workplace

 13. Corporate Compliance

 14. Workplace Violence

**OTHER JOB RELATED FACTORS:**

Attendance:

1. Meets established standard for annual training
2. Meets established standard for attendance at work
3. Timely and appropriate notification of absences and occurrences with agency policy

Interpersonal:

1. Presents information in a positive and concise manner-speaking, written and listening
2. Represents agency within organization and community as requested by the clinical director and within agency and policy guidelines
3. Works positively toward departmental goals, individualized objectives, and team milestones
4. Complies with supervisor instructions

**Last Revision Date: 8/22/17 On Current Table of Organization** **[x]  Yes** **[ ]  No**

**Review Date: Aug-17**

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**