

Counselor (In-Training) Job Duties and Requirements

NATURE OF WORK:

Under the direction of the Clinic Administrator and the Clinic Supervisor, this position provides psychotherapeutic clinical interventions to adults and seniors with mental illness, substance abuse, medical disorders or a combination of those conditions. Common activities include the:

- 1) Initial assessment and ongoing assessment of the client's condition, including risk assessment
- 2) Development and ongoing review of the treatment plan
- 3) Provision of direct services and referrals based upon the individualized needs of the client
- 4) Completion of progress notes and any other documentation
- 5) End of service requirements

The basic objectives of the counselor are to:

- 1) Reduce psychiatric symptoms
- 2) Reduce the frequency and duration of inpatient hospitalizations
- 3) Promote recovery
- 4) Enhance community living tenure and functioning.

DUTIES AND RESPONSIBILITIES:

Duties listed may vary in terms of relative importance and others may be added or eliminated as this position develops. In addition, specific positions within this classification may have special duties and special qualifications. Responsibilities include providing outpatient psychotherapy, intervention, assessment and treatment to persons in an individual, family or group setting at MindStar Counseling, LLC, and/or in-home (based upon client need and funding authorization).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties listed are consistent with the activities defined in Wisconsin Administrative Code HFS 35, and are subject to internal and external revision. The Counselor shall:

1. Provide effective psychotherapeutic clinical interventions to children, adults and seniors with mental illness, medical disorders, and /or a combination of those conditions utilizing best practices and evidence based on psychotherapeutic research.

2. Conduct initial assessment and ongoing assessment, including risk assessment, develop and review the treatment plan, provides direct services and referrals based upon the individualized needs of the client, completes all documentation and service requirements in a timely manner.
3. Collaborate effectively with internal and external referents and care systems to facilitate referrals and to maximize client outcomes.
4. Continually assess client risk and act accordingly.
5. Participate in supervision, clinical collaboration and clinical consultation regularly.
6. Maintain a thorough case file or client record by documenting services in a timely manner.
7. Comply with all Federal, State and Local program evaluation activities.
8. Continually seek to improve knowledge base and skill development to maximize client outcomes by attending in-service training and conferences.
9. Complete necessary paperwork for insurance billing.
10. Requires travel to additional clinic locations and/or client homes.
11. Complete the MindStar orientation and training.
12. Comply with Federal law, WI law c.51 and administrative regulations, community mental health (DHS 35), client rights (HFS 94) and confidentiality (HFS 92) regulations, and agency policy and procedures.
13. Perform other duties as assigned.

REQUIRED QUALIFICATIONS:

The Counselor shall possess:

1. Commitment to best practice standards of community care and recovery principles.
2. Broad knowledge of psychopathology, normal development and psychotherapeutic interventions.

3. Awareness of personal, cultural, educational, and environmental aspects of community living for individuals with mental illness, developmental disability, substance abuse, medical ailments and the co-occurring possibilities of those conditions.
4. Knowledge of community mental health systems, community resources, WI Law and administrative regulations, civil commitment, guardianship and other applicable WI statues
5. Ability to write effective case plans, monitor progress and document outcomes.
6. Ability to effectively communicate.
7. Ability to work effectively and cooperatively as a team member.
8. Ability to use a computer and common software programs.

Educational background must meet or exceed the requirements of HFS 35, for example a master's degree in social work, clinical psychology or psychiatric mental health nursing or a degree in a specified related field.

- Must have 3000 hours of supervised experience in a clinical practice.
- Must be state licensed to provide individual and group therapies.
- Requires Medicaid Provider Certification and previous psychotherapy experience.
- OR approved by Clinic Administrator as a qualified Masters of Doctoral-Level trainee.
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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee/ contractor to successfully perform the essential functions of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Strength: On occasion must be able to push/pull/lift/move objects weighting at least 50 pounds and over 100 pounds.

Manual Dexterity: Must be able to continuously perform simple/difficult manipulative tasks.

Coordination: Must be able to perform some tasks requiring good hand/eye coordination and steadiness such as use of a calculator, keyboard or computer.

Mobility: Must be able to continuously stand, sit, walk, occasionally squat, reach over the shoulder, bend, kneel and remain in uncomfortable positions for prolonged periods of time.

Speech: Must be able to continuously articulate clearly and precisely to give directions.

Emotional Stability: Must be able to continuously cope effectively with stress created by participants with complex health and mental health care problems, multiple tasks, noises, interruptions, and work cooperatively as part of a team while maintaining a pleasant demeanor.

Vision: Must be able to continuously see objects, distinguish colors, able to read reports.

Hearing: Must be able to continuously hear normal sounds and voice patterns with some background noise.

Smell: Must be able to occasionally use this sense to identify medical problems, smoke, soiled clothing, etc.

Concentration: Ability to concentrate on fine details with constant interruptions.

Attention Span: Must be able to continuously attend to task/function for more than 60 minutes at a time.

Conceptualization: Must be able to understand/use theories behind several related concepts.

Memory: Must be able to remember verbal and written tasks/assignments: frequently remember multiple tasks/assignments given to self and others at the beginning of the period and lasting over long periods.

WORK CONDITIONS/ENVIRONMENT:

The work environment characteristics described here are representative of those an employee/contractor encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities perform the essential functions.

Work is performed primarily indoors and with travel to other locations outdoors. There is some potential for exposure to blood, body tissues and fluids, hazardous materials and infectious diseases.

Equipment used routinely includes case files, phone, fax, copier, computer and calculator.

This is a general outline of the principal functions of the position and shall not be construed as an all inclusive description of all the work requirements that may be inherent in this position.