**Objectives**

* Provides all aspects of mental health and co-occurring disorder treatment based on established laws, regulations, standards, and policies
* Demonstrates competency in all procedures within the scope of practice, as appropriate to client needs, a knowledge and understanding of the range and treatment needed by the client
* Provide accurate billing information
* Maintain adequate electronic medical record
* Maintains continuing education and supervision as required by licensure
* Maintains licensure and/or certification as required by regulations
* Maintains adequate knowledge of policies, procedures, and regulations at the agency, local, state, and federal levels
* Maintain adequate understanding of client rights, confidentiality, and privacy and follows regulations
* Treat clients and peers with dignity and respect
* Establish a strong clinical relationship with clients to positively engage client and facilitate recovery
* Always acts in the best interests of the program and company; honors, supports, and protects the proprietary data and rights of the company

**Qualifications | Education | Certification**

* **LCPC-c, LCSW-c, LMFT-c, or LMSW-cc minimally required**
* LCPC or LCSW licensure preferred
* Excellent interpersonal, listening, and communication skills
* Ability to handle multiple tasks and prioritize continually changing tasks
* Be dependable and reliable
* Basic mathematics skills
* Excellent written communication skills
* Provide high-quality, compassionate care
* Independence in decision-making and collaboration with supervisors expected
* Must be able to work under conditions involving emotionally stressful situations

**Job Functions**

* Provide individual and group counseling services as scheduled; may co-facilitate group sessions
* Conducts screenings to determine a person’s appropriateness and eligibility for admissions to treatment
* Complete all intakes, admissions, reinstatements, discharges, and transfer paperwork
* Complete comprehensive assessment and assessment updates as required and in a timely manner, meeting deadlines, to identify strengths, weaknesses, needs, barriers, problems, and to identify a diagnosis
* Work with patient to establish agreed upon immediate, short-term, and long-term goals and prepare initial treatment plan and complete plan reviews/updates as required and in a timely manner, meeting deadlines
* Identify treatment methods and resources necessary to address needs and achieve goals
* Complete documentation including progress notes as required and in a timely manner, meeting deadlines
* Plan, oversee, facilitate, evaluate, and document patients’ progress during therapy
* Coordinate all services throughout treatment and provide referrals as needed
* Collaborate as needed with all internal and external service providers
* Assist the client in using their support systems and available community resources
* Plan for aftercare
* Reports patient abuse, neglect and exploitation as required
* Reports patient grievances as required
* Educates patient in all aspects of treatment, corresponding health issues and steps to recovery
* Participates in all staff meetings and supervisions as scheduled
* Performs other related duties as determined by supervisor

**Job Relationship**

* Administratively supervision provided by Noreen Sprague, LCPC, CCS
* Clinical supervision provided by contract with LCSW
* Under general direction of the Directors and Medical Director

**Working Conditions**

* Work hours are typically Monday – Friday, 8am to 5pm | Occasionally, evening/weekend hours may be permitted based upon client need.
* Fast-paced environment
* Teletherapy
* Using a computer

**Acknowledgement**

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor. I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor. I have discussed any questions I may have had about this job description prior to signing this form.

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Employee’s Name (please print)

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Employee’s Signature

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Date