

JOB DESCRIPTION

POSITION TITLE: Mental Health Counselor
DEPARTMENT: Catholic Charities Diocese of Charlotte
REPORTS TO: Mental Health Counseling Supervisor
FLSA: Exempt

POSITION SUMMARY: Provides professionally licensed mental health counseling services to participants in compliance with Agency philosophy, policy, procedures, and professional criteria; carries and manages a caseload as assigned.

ESSENTIAL FUNCTIONS:

1. Provides professional mental health counseling services in the care and treatment of assigned clients within the guidelines of agency philosophy, policy, procedures, and professional standards of care as dictated by state licensing board, professional accreditation standards and Agency protocol; to include completing timely intakes; conducting clinical assessment interviews and rendering appropriate diagnoses; providing evidence based mental health therapy interventions according to client needs; referring clients to other agencies as appropriate.
2. Performs clerical duties associated with assigned caseloads in a timely manner, including completing all intake documentation, completion of initial assessment documentation, completion of evidence-based treatment plans, completion of progress notes within 48 business hours and completion of discharge summaries for all clients served.
3. Independently maintains an active caseload of clients and work-flows that meet productivity standards as defined by agency outcome measures.
4. Participates in regular supervision meetings, case conferences and all staff meetings, providing and receiving input from other staff relative to client treatment and best practice, Agency standards and State of North Carolina licensure and accreditation standards of care and requirements.
5. Maintains all professional continuing education and professional development training necessary to maintain licensure to render behavioral health treatment in the state of North Carolina.
6. Participates in the Agency's Quality Improvement System ongoing (file auditing, HIPAA training, computer security trainings, safe environment trainings, etc.).
7. Develops and provides leadership in community education, enrichment or therapy groups as directed.

OTHER RESPONSIBILITIES:

1. Participates in all other staff meetings, staff training and development activities as assigned.
2. Performs other duties as required.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Possession of a current NC license as a LCMHC, LCMHCA, LCSW, LMFT, or LPA.
2. Conversational Bilingual Spanish speaking skills may be required for employment.
3. Skill required to: work and communicate effectively with staff, volunteers, clients, and the public; provide mental health counseling services to clients in compliance with Agency philosophy, policy, procedures, and professional criteria; participate in peer review and accountability; prepare correspondence, records and reports; depending upon assignment, position may require fluency, orally and in writing, in the English language and the language specified; promote Agency programs and provide public relations; participate in peer review; prepare correspondence, records and reports; communicate fluently in English language and the language specified, both orally and in writing.

WORKING ENVIRONMENT: Responsibilities of the Mental Health Counselor involve travel and work beyond the regularly scheduled workday.

Employee Name: _____

Employee Signature: _____

Date: _____