



HealthPoint Family Care Mental Health Counselor

Reports To: CEO with dotted line to Practice Administrator and Center Managers
Status: Varies by hiring agreement

Summary: As part of an interdisciplinary behavioral health team, the Mental Health Counselor provides direct mental health services for patients and families of ages appropriate to training and licensure on a continuing basis in an integrated primary care/mental health outpatient clinic setting. Mental Health Counselors with a CADC certification will focus on substance abuse treatment.

Essential Duties and Responsibilities: This job description reflects management's assignment of essential functions. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Provides mental health screenings, initial assessments, and on-going treatment and intervention.

Provides clinical therapeutic services to patients, including individual and group therapy and coordination of treatment.

Refers to other services (e.g. specialty care, community resources) as needed to resolve barriers to care and improve outcomes for the patient.

Provides crisis intervention as needed.

Prepares and distributes psychosocial educational materials and treatment plans as needed or required.

Participates in ongoing training in behavioral health issues and provides training to primary care clinic staff in mental health topics including counseling skills and confidentiality, medication use and misuse, substance abuse, wellness, rehabilitation, recovery and self-sufficiency.

Assists in the need assessment, planning, development, and implementation of psychosocial programs in compliance with federal state, local and/or payer requirements and regulations for service delivery and billing and reimbursement.

Accurate and timely documentation and coding of patient visit/treatment, phone, or electronic communication including pertinent medical and/or psychosocial history, diagnoses, treatment plans, goals, and progress and other pertinent information in accordance within the organization's standards on documentation in the Electronic Medical Record within 48 hours and in compliance with all federal, state and payer requirements for DSM, CPT and ICD-9/ICD10 billing.

Follows all Electronic Medical Record Protocols.

Assists with or prepares forms/letters/payer precertifications related to disability, school/work,

release of information and payer requirements and other paperwork for patients.

Actively participates in and supports continuous quality improvement and organization quality initiatives.

Strives to achieve organization quality goals

Follows established regulations and professional standards as required of the position.

Supervisory Responsibilities: None

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- LCSW from an accredited school by the Council on Social Work Education; or
- Licensed Psychologist with a PhD from an accredited university; and
- Minimum 1 year of experience providing mental health services to children, adolescents, families and/or adults; and
- Substance Abuse Counselor to be certified by the Kentucky Board of Certification of Alcohol and Drug Counselors (CADC)

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform this job successfully, an individual should have the ability to proficiently use a laptop computer, the ability to quickly learn the organization's Electronic Medical Record, Internet, and Intranet.

Certificates, Licenses, Registrations:

- Licensed Clinical Social Worker (LCSW), active Kentucky License in good standing
- Psychologist with a PhD, active Kentucky License in good standing
- Must hold a current CPR certification.

Other Skills, Knowledge and Abilities: Skill with patients in lower socio-economic sectors of the community. Ability to speak Spanish desirable. Ability to effectively communicate with staff, peers, patients and management.

OSHA Job Classification: Category I – Handling, managing and disposal of biohazardous materials and/or equipment contaminated with biohazardous materials is a regular part of your work assignment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals and risk of radiation. The noise level in the work environment is usually moderate.

Employee signature

Date