

Lutheran Social Services

Position Description



Division/Department: AIDs Care and Education (ACE)

Job Title: Mental Health Counselor I (Lead)

Reports to (Title): Director of HIV Services

Job Code:

FLSA Status: Exempt

| | | | | |
|--------------------------------|--|-------|--|----|
| Manager (with direct reports)? | | Yes X | | No |
|--------------------------------|--|-------|--|----|

Location: Jacksonville

SUMMARY

This position provides clinical services for individuals with mental illness. This position will deal primarily with individuals infected and/or affected with HIV/AIDS. Interacts with Psychiatrist and Case Managers as well as multidisciplinary staff involved in Client's Plan of Care. Provision of services follows guidelines of each funded contract – including goals and work-plans.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Conduct interviews and assess client psychosocial and emotional needs and capabilities
- Develop a formal treatment plan; perform treatment plan reviews and annual reassessments
- Responsible for quality documentation and chart maintenance in accordance with Ryan White and Medicaid Guidelines
- Ensure that clients are checked for Medicaid eligibility and bill accordingly
- Submit accurate and monthly billing to accounting personnel
- Perform individual one-on-one therapy
- Facilitate support group meetings
- Accurately maintain mental health budget
- Assist in writing of program funding grants
- Complete administrative duties including filing, collating, shredding, reporting, supply inventory, data entry, and other operational needs related the mental health program
- Provide supervision and training for staff
- Perform supervisory duties in accordance with the organization's policies and applicable laws
- Responsibilities include interviewing, hiring, delegating, motivating, retaining staff
- Adhere to agency compliance with contracts, policies, regulations, confidentiality, HIPAA
- Seeks and maintains the subcontract agreements with Psychiatrist/ARNP
- Maintains relationships with area universities for Master Level Interns
- Supervises Interns
- Participates in general community outreach efforts for the agency
- Other duties as assigned

WORK EXPERIENCE & JOB-RELATED SKILLS (Required/Preferred)

Skills:

- Good clinical knowledge of human behavior. Good interpersonal skills.
- Demonstrates positive attitude when dealing with patient/staff.
- Ability to interact comfortably and professionally with clients from diverse cultural, educational, and socio-economic backgrounds
- Ability to communicate with other professional service providers on all levels and backgrounds
- Must have excellent organizational skills. Ability to prioritize work and handle multiple tasks.
- Proficiency in MS Word, Excel, and Outlook.
- Must be able to communicate orally and in writing. Maintains patient confidentiality.
- Must be very detailed oriented and capable of thinking independently while exercising good judgment. Required to make independent judgments without supervision.
- Must be able to generalize, evaluations, or decisions based on sensory or judgmental criteria.
- Must be able to perform under stress when confronted with emergency, critical, or unusual situations.
- Supervisory or Management experience

Experience:

Required:

- Minimum 2 yrs experience working with individuals with HIV/AIDS
- Minimum 2 yrs experience mental health and substance abuse counseling
- Knowledge of SOAP or DAP methods in completing documentation

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EDUCATION, CERTIFICATION, LICENSURE (Required/Preferred)

- Master’s Degree
- Licensed Mental Health Counselor – license must be current and unencumbered
- Possess and maintain a valid driver’s license and auto insurance; must be able to transport clients to various locations using own transportation

REQUIRED JOB COMPETENCIES (Behaviors - For Effective Job Performance)

- Adaptability
- Ethics and Integrity
- Objectivity
- Cultural Competency
- Problem Solving
- Leadership
- Communication
- Decision Making
- Customer Service
- Professional/Technical Competency
- Knowledge/Learning
- Self-Management
- Responsibility
- Professionalism/Integrity

| WORK ENVIRONMENT/PHYSICAL DEMANDS | |
|---|--|
| Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. | |
| Activity: (If more than 2+ hours per day) | <input checked="" type="checkbox"/> standing <input checked="" type="checkbox"/> sitting <input checked="" type="checkbox"/> mobility <input checked="" type="checkbox"/> climbing <input type="checkbox"/> balancing <input checked="" type="checkbox"/> writing <input type="checkbox"/> crawling <input type="checkbox"/> squatting <input checked="" type="checkbox"/> bending <input checked="" type="checkbox"/> filing <input type="checkbox"/> twisting |
| Lifting to include: | <input type="checkbox"/> up to 10lbs. <input checked="" type="checkbox"/> 11-25 lbs. <input type="checkbox"/> 26-60 lbs. <input type="checkbox"/> 61-75 lbs. <input type="checkbox"/> over 75 lbs. <input checked="" type="checkbox"/> pushing <input checked="" type="checkbox"/> pulling <input checked="" type="checkbox"/> carrying |
| Environmental Conditions: | <input type="checkbox"/> cold <input type="checkbox"/> heat <input type="checkbox"/> wet and/or humid <input type="checkbox"/> noisy <input type="checkbox"/> vibration <input type="checkbox"/> fumes <input type="checkbox"/> dust <input checked="" type="checkbox"/> odors <input type="checkbox"/> mists |
| Sensory: | <input checked="" type="checkbox"/> hearing to converse <input checked="" type="checkbox"/> hearing to use telephone <input checked="" type="checkbox"/> talking <input type="checkbox"/> tasting/smelling <input checked="" type="checkbox"/> reading distance 1-5ft. <input type="checkbox"/> reading distance 10-30ft. |
| Driving: | <input type="checkbox"/> incidental driver <input checked="" type="checkbox"/> regular driver |
| Keying: | <input type="checkbox"/> Occasionally (2-3 hours week) <input checked="" type="checkbox"/> Frequently (2-3 hours day) <input type="checkbox"/> Continuously (4+ day) |
| Safety: | lists specifics: willing to transport clients in personal vehicle; external environment dependent on client population |

The statements included in this Job Description are intended to describe the general nature and level of the work being performed by the person assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.

Employee Print Name: _____

Employee Signature: _____ Date: _____

Lutheran Social Services is an Equal Opportunity Employer