**Newcap, Inc.**

**1201 Main Street**

**Oconto, WI 54153**

# JOB DESCRIPTION

JOB TITLE: Mental Health/AODA Counselor

SUPERVISOR: Community Health Services Director/CEO

CLASSIFICATION: Non-Exempt

WORKSITE: Brown, Forest, Marinette, Oconto, or Vilas Counties through remote or in person access

**JOB PURPOSE:**

To work with and provide counseling to individuals to promote optimum mental health and assist those dealing with addictions and substance abuse. The Mental Health Counselor functions as an independent healthcare provider who, working collaboratively within a multidisciplinary health team, provides diagnostic assessment and treatment to adults, children, adolescents, and their families. Responsibilities include assessment/intake, treatment planning, individual and group therapy, case management, and related documentation. Duties also include monitoring treatment plans to assess recipient’s progress and readjusts as appropriate. This position would carry an active caseload, preparing case histories and needs assessments, providing counseling, follow-up and aftercare.

**AGENCY EXPECTATIONS:**

* Adhere to agency policy and procedures.
* Perform duties as workload necessitates.
* Maintain a positive and respectful attitude.
* Communicate regularly with supervisor.
* Demonstrate flexible and efficient time management and ability to prioritize workload.
* Consistently report to work on time prepared to perform duties of position.
* Meet productivity standards.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Maintain confidentiality of records relating to clients' treatment.
2. Encourage clients to express their feelings and discuss what is happening in their lives, helping them to develop insight into themselves or their relationships.
3. Collect information about clients through interviews, observation, or tests.
4. Assess patients for risk of suicide attempts.
5. Fill out and maintain client-related paperwork, including federal- and state-mandated forms, client diagnostic records, and progress notes.
6. Prepare and maintain all required treatment records and reports.
7. Counsel clients or patients, individually or in group sessions, to assist in overcoming dependencies, adjusting to life, or making changes. Provide group counseling when deemed necessary.
8. Guide clients in the development of skills or strategies for dealing with their problems.
9. Perform crisis interventions with clients.
10. Develop and implement treatment plans based on clinical experience and knowledge.
11. Evaluate clients' physical or mental condition, based on review of client information.
12. Act as client advocates to coordinate required services or to resolve emergency problems in crisis situations.
13. Modify treatment activities or approaches as needed to comply with changes in clients' status.
14. Evaluate the effectiveness of counseling programs on clients' progress in resolving identified problems and moving towards defined objectives.
15. Meet with families, probation officers, police, or other interested parties to exchange necessary information during the treatment process.
16. Discuss with individual patients their plans for life after leaving therapy.
17. Collaborate with other staff members to perform clinical assessments or develop treatment plans.
18. Counsel family members to assist them in understanding, dealing with, or supporting clients or patients.
19. Monitor clients' use of medications.
20. Plan, organize, or lead structured programs of counseling, work, study, recreation, or social activities for clients.
21. Learn about new developments in counseling by reading professional literature, attending courses and seminars, or establishing and maintaining contact with other social service agencies.
22. Refer patients, clients, or family members to community resources or to specialists as necessary.
23. Gather information about community mental health needs or resources that could be used in conjunction with therapy.
24. Supervise other counselors, social service staff, assistants, or graduate students.
25. Plan or conduct programs to prevent substance abuse or improve community health or counseling services.
26. Coordinate or direct employee workshops, courses, or training about mental health issues.
27. Provide counseling to individuals about the use and effects of alcohol and drugs.
28. Provide counseling to pregnant women about the effects of drugs and alcohol on the fetus.
29. Accepts referrals from individuals, families and agencies in the community.
30. Ensure laws, standards and guidelines are being followed.
31. Maintain strict confidentiality guidelines regarding all client conversations and referrals.
32. Assist individuals to identify their need for treatment.
33. Evaluate the effectiveness of external treatment programs.
34. Maintain knowledge of all Newcap programs and related community programs and services.
35. Maintain knowledge of all Medicaid and third-party insurance regulations, HIPAA policies, and state/federal healthcare field regulations.
36. Maintain a clean and professional appearance in all clinic areas.
37. Practice HIPAA guidelines and OSHA safety standards.
38. Assist with patient recruitment, retention, and outreach.
39. Follow legal and ethical professional conduct at all times.
40. Accept other duties as assigned.

**PERSONAL AND BEHAVORIAL REQUIREMENTS:**

* Reliable, dependable, prompt, organized, and works well with minimal supervision.
* Pleasant, professional, and courteous demeanor.
* Speak in a clear and professional manner.
* Follow standard office procedures.
* Empathetic to patient’s needs and requests.
* Maintain complete confidentiality in all Newcap business-related matters and HIPAA compliance.
* Show respect and treat all people with dignity and respect.
* Flexible and able to adapt to different situations.
* Multitask effectively.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

**EDUCATION:**

**Minimum:** Master’s degree in Social Work, Psychology or Counseling **with** AODA certification.

**EXPERIENCE:**

**Minimum:** One (1) year of experience providing evidence-based treatments for a variety of mental health and behavioral diagnoses for children, adolescents and adults.

**Preferred:** Three (3) years of experience providing evidence-based treatments for a variety of mental health and behavioral diagnoses for children, adolescents and adults.

**LICENSES AND CERTIFICATIONS:**

**Minimum:** Relevant license and/or certification as a Mental Health provider as required in the State of Wisconsin. (i.e. Licensed Professional Counselor-LPC, Licensed Master Social Worker-LMSW).

* Valid Liability Insurance.
* Active Medicaid Provider number and ability to bill third party insurance companies for services rendered.
* Current CPR/BLS.
* Valid Driver’s License.

**PHYSICAL REQUIREMENTS:**

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 regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; sit; talk; and hear.

Specific vision abilities regularly required by the job include close visions, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee is occasionally required to stand, walk, and lift and/or move objects. While performing the duties of this job, the employee is rarely required to balance, stoop, kneel, crouch or crawl, and exert up to 20 pounds of force.

**WORK ENVIRONMENT:**

Work environment characteristics 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.

The working environment is generally favorable. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Work is generally performed within an office environment, with standard office equipment available.

This job description **should not be interpreted as all-inclusive**. It is intended to identify the requirements, essential functions, and duties of this position. Employee may be requested to perform job-related responsibilities and tasks other than those stated in this job description.