



JOB TITLE: CLINICAL PROFESSIONAL COUNSELOR
DEPARTMENT: CLINICAL DEPARTMENT
LOCATION(S): VARIES
SUPERVISOR: PROGRAM COORDINATOR / CLINICAL SUPERVISOR

JOB SUMMARY:

As part of the primary care team, responsible for providing standardized counseling/therapy for consumers. Consumers with mild, moderate, and severe mental health conditions and/or substance abuse. Clinical Professional Counselor will work to address other social needs of the consumer and will utilize area referral sources for needed specialty care, hospitalizations, or advanced psychiatric treatment.

JOB DUTIES AND RESPONSIBILITIES:

- Assess the mental and behavioral health status of consumers.
- Provide counseling/therapy to consumers utilizing professional counseling standards.
- Formulates differential diagnosis of mild, moderate, severe mental health conditions and/or substance abuse.
- Formulates short-term and long-term counseling/therapy plans for consumers under care.
- Consults with medical staff and other providers regarding complex consumers and regarding prescription medications prescribed by providers.
- Identify consumers with urgent mental health conditions (e.g., suicidal, homicidal, psychotic, etc.) and make appropriate referrals to available emergency or psychiatric treatment facilities.
- Provide written document of therapy sessions, assessments, interventions, and recommendations.
- Provide non-scheduled urgent assessments of consumers.
- Provide groups and family therapy sessions.
- Participate in a team management approach to consumers care and treatment.
- Maintain quality care through participation in peer review, policy development and quality improvement programs.
- Maintain and update professional knowledge and proficiency through continuing education, staff meetings and workshops.
- Ensures confidentiality of client as required by 42CFR Part II.
- Follows Code of Ethic as stated in NAC 458.

- Quality Assurance and other duties as assigned.
- The ability to use the electronic health record.
- Maintain up to date consumer records.
- Demonstrate dependability and adaptability.
- Cultivate relationships with referring agencies and other outside resources.
- Maintain Valid Nevada Licensure.
- Performs other related duties as required.

KNOWLEDGE AND SKILLS:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in- group problem solving situations; Uses reason even when dealing with emotional topics.
- **Client Service** - Manages difficult or emotional situations; Responds promptly to client needs; Solicits client comments to improve service; Responds to requests for service and assistance; Meets commitments.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills. Participates in meetings.
- **Written Communication** - Writes clearly and concisely; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- **Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

- **Ethics** - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time. Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Strategic Thinking** - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.
- **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources. Sets goals and objectives. Organizes or schedules other people and their tasks. Develops realistic action plans.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; reports potentially unsafe conditions; Uses equipment and materials properly.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events

QUALIFICATIONS:

- A minimum of five (5) years of experience in the field of treating addictive disorders and knowledge of a wide range of treatment approaches to enhance services.
- Maintain an understanding of how behavioral health priorities are administered under the State of Nevada guidelines.
- Skill in providing professional counseling/therapy according to established standards of care; excellent customer service and support skills.
- Organizing and prioritizing workload and meeting deadlines; and excellent written and verbal communication skills.
- Knowledge of theories and research on personality and intellectual growth and development, individual differences, human motivation, and substance abuse disorders, and co-occurring disorders.
- Ability to work with physicians, and other team members of the care team to evaluate consumers conditions and develop comprehensive care plans.
- Knowledge of interview techniques.

- Knowledge of current trends in the field of substance abuse, mental health, and homeless issues.
- Knowledge of local community resources.
- Ability to assess, diagnosis, and implement treatment plans for clients.
- Ability to establish and maintain effective working relationships with clients, community groups and staff members.
- Ability to communicate effectively in both oral and written form.
- Ability to perform counseling services with limited supervision and within a framework of standard policies and procedures.
- Ability and experience to work under limited supervision.
- Must provide certification at time of employment.
- A valid Nevada Driver License and proof of insurance.
- Must have a clean driving record.
- Capable of responding to resident's needs in a variety of situations.
- Physical stamina and the ability to perform tasks that require bending, lifting, and standing for extended periods of time.
- Must consistently provide a negative drug screen.

EDUCATION:

- The qualified candidate should have minimum of two years of full-time experience in mental health counseling.
- Completion of an accredited program with certification and licensure as a Clinical Professional Counselor in the State of Nevada having obtained a Master's degree.

CERTIFIED PROFESSIONAL COUNSELOR (CPC)

I have read the job description and understand fully the duties of my position.

Employee Signature

Date

Human Resources Specialist

Job description. Revised 08 / 23

References: Information obtained from: Workstream. (n.d.) Healthcare Licensed Professional Counselor Job Description. Workstream. Retrieved from: <https://www.workstream.us/job-description/healthcare-licensed-professional-counselor.html>