



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

#### **JOB SUMMARY:**

The clinical professional counselor is part of the primary care team, and responsible for providing standardized counseling/therapy for consumers. Consumers with mild, moderate, and severe mental health conditions and/or substance use disorder. 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 use disorder.
- 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 I & II and HIPAA.
- Follows Code of Ethics 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:

- Prior experience providing counseling services to substance use and co-occurring disorders consumers.
- Provide crisis intervention and support to consumers during challenging situations.
- Collaborate with emergency services and crisis teams when necessary to ensure the safety and well-being of consumers.
- Other duties as assigned.

## QUALIFICATIONS:

- Knowledge 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 use 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 use disorder, 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's license and proof of insurance.
- Must have a clean driving record.
- Capable of responding to clients' 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 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>