

## Fremont Counseling Service Job Description

**Position Title:** Behavioral Health Clinician  
**Classification:** Exempt, Full-time, Behavioral Health Staff  
**Clinical Supervisor:** Clinical Director or SIP Team Lead  
**Position Supervised:** None  
**Supervision Received:** As scheduled/requested. Minimum of 1 - 1 1/2 hours individual/group supervision weekly.

### **Position summary:**

Provide direct clinical services to all clients of Fremont Counseling Service. Work with individuals, families, and groups to promote optimum mental health. Counsel and advise those seeking assistance with mental illnesses and alcohol, tobacco, drug, or other addictions. Teach and guide individuals to cope with family, parenting, and marital problems; suicide; stress management; problems with self-esteem; and issues associated with aging; mental, emotional health and addictions.

### **Essential Job Functions:**

The following will be provided and/or completed in accordance with the procedures and needs of Fremont Counseling Service and at the direction of management:

**1. Clinical Services** - Maintains a caseload, provides client services, and accepts new clients in accordance with the procedures, needs, and direction of Fremont Counseling Service. Provides quality clinical services to a wide range of clients utilizing a broad range of modalities and accepted methods to meet the needs of the client population. Provides current DSM diagnoses and recognizes mental health and substance abuse needs. Identifies, provides, and/or coordinates case management services. Makes internal and external referrals when necessary. Maintains license to practice in Wyoming.

**2. Emergency Services** - Provides emergency services as needed and/or assigned during evenings, weekends, holidays, and office hours. Ensures all emergencies/crisis needs are responded to and appointments/referrals/options for care are explained to the individual receiving services and documented accordingly. Completes and submits all paperwork according to prescribed time-frames.

**3. Documentation** - Performs timely and thorough professional, quality, ethical documentation that accurately depicts an individual's progress in treatment. Outcomes measures (as identified) are completed accurately and timely. Clinical assessment, treatment plan, and clinical notes are completed accurately and in a timely manner, tying all aspects of the individual's treatment plan and progress in treatment together in accordance with Medicaid and Fremont Counseling Service standards/policies. Completes documentation and corrects identified errors or areas for improvement and meets all established Fremont Counseling Service deadlines for charting / paperwork.

**4. Productivity** - provides billable/creditable services at levels deemed appropriate by management.

**5. Community/Customer Relations** - consults, collaborates, and works with other agencies and service providers to ensure comprehensive services; treats all external and internal customers with dignity and respect. Provides exceptional customer service to clients, staff and stakeholders to ensure that their treatment experience is positive and meets their needs.

**6. Team Membership** - Provides and seeks consultation/supervision when appropriate. Advises supervisor of potential high-risk situations immediately. Is punctual in attending assigned meetings. Offers solutions to problems proactively.

**7. Professional Conduct and Appearance** - Adheres to ethics and conduct codes; models appropriate behaviors; treats others with dignity and respect; appearance is reflective of professional position.

**8. Other Duties as Assigned** - Accept and carry out other duties as assigned/requested by any member of management or the Executive Director.

## **Tasks:**

- Counsel clients, individually and in group sessions, to assist in overcoming dependencies, adjusting to life, and making changes.
- Guide clients in the development of skills and strategies for effectively coping with problems; encourage clients to express their feelings and help them to develop insight into themselves and their relationships.
- Act as client advocates to coordinate required services or to resolve emergency problems in crisis situations.
- Counsel family members to assist them in understanding, dealing with, and supporting clients.
- Meet with families, probation officers, police, and other interested parties to exchange necessary information during the treatment process.
- Refer clients, clients, or family members to community resources or to specialists, as necessary.
- Discuss with individual clients their plans for continued success after leaving therapy.
- Collect information about clients through interviews, observation, and tests, as applicable.
- Modify treatment activities and approaches as needed to comply with changes in clients' status.
- Evaluate clients' physical or mental condition based on review of client information.
- Develop and implement treatment plans based on individual and family goals for treatment.
- Maintain confidentiality of all records.
- Prepare and maintain all required treatment records and reports in prescribed timeframes. Accurately document progress during treatment.
- Monitor clients' use of medications. Ask about effectiveness and presence of side effects, if any.
- Participate in case reviews and staff meetings.

## **Skills:**

- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Service Orientation - Actively looking for ways to help people by providing exceptional customer service.
- Speaking - Talking to others to convey information effectively.
- Time Management - Managing one's own time.
- Computer - Required to master skills appropriate for effective and efficient operation of tools necessary for performance of job. Including, but not limited to, computers, laptops, netbooks, mobile phones, various software, hardware and other office machines.
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
- Writing - Communicating effectively in writing as appropriate for the needs of the audience.
- Judgment and Decision Making - Willing to make decisions; exhibits sound and accurate judgment; can support and explain reasoning for decisions; includes appropriate people in decision-making process.
- Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with dignity, respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- Health and Safety - Observes safety and security operations; determines appropriate actions beyond guidelines; reports potentially unsafe conditions; uses materials and equipment properly and when indicated.
- Attendance/Punctuality - Is consistently at work on time; ensure work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Dependability - Follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments; commits to amount of work necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- Quantity - Meets productivity standards; completes work in a timely manner; strives to increase productivity; works quickly and efficiently.

**Qualifications:**

Master's Degree in accredited clinical program. Eligibility for licensure/provisional licensure in Wyoming and ability to maintain licensure.

**Physical Requirements:**

Reasonable accommodations may be made to enable individuals with disabilities to perform requirements of the position.

Regularly required to sit, speak, hear/listen, and see. Specific vision abilities required include close vision and ability to frequently adjust focus. Regularly required to use hands/fingers on keyboard for data entry. Occasionally required to stand; walk; reach with hands and arms; bend; and lift and/or move up to ten (10) pounds. The noise level in the work environment is usually quiet.

Travel to an alternate office/location to perform duties of the position may be required, as assigned or as necessary.

**Right to Review and Change:**

Fremont Counseling Service reserves the right to review and change job descriptions as the need arises.

**Employee Acknowledgement:**

Through the course of executing the duties of their position, all Fremont Counseling Service employees will:

1. Create and maintain a healthcare and business environment that is committed to Quality, Service, Progress and Recovery as directed by the mission statement of FCS:
  - We provide the highest **QUALITY** mental health and substance abuse **SERVICES** to enhance people's lives (**PROGRESS**) and enrich our communities (**RECOVERY**).
2. Create and maintain a healthcare and business environment that is committed to honesty, integrity and ethical conduct;
3. Follow all applicable laws and regulations – including FCS policies, procedures and operations;
4. Adhere to ethical standards of his/her profession, the FCS Code of Ethics/Conduct and all confidentiality standards;
5. Meet or exceed established standards as set forth by FCS and/or any accrediting/certifying body, funding source, or other agency/entity providing program/services oversight;
6. Abide by, support, and uphold the mission, vision, and strategic planning of FCS.

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Employee Signature

Date

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