Epworth Children's Home

Job Title: Clinical Counselor
Department: The Institute for Child and Family Well Being
Reports to: Director of the Counseling Center or Senior Director of the Institute
Created: June 2019

Summary:
Provide individual, group and family counseling services to clients and significant others with substance use problems, at-risk behaviors and/or behavioral needs. In addition, provide intake, assessment, case management, referral, and intervention services as needed.

Primary Performance Objectives:

- Establish and maintain a sustainable caseload
- Maintains the confidentiality of all client records and information
- Develops and maintains a positive relationship with clients
- Develop service plans and conduct reviews as needed throughout the duration of treatment

Job Task Summary:

- Conduct individual, group, and family counseling.
- Maintain treatment files and other records in accordance to agency policies and procedures.
- Develop, implement, and update individual treatment plans in conjunction with input from persons served.
- Monitor progress of persons served in treatment.
- Provide for quality and appropriateness of treatment to each person’s individual needs through inter/intra agency staffing.
- Make referrals as appropriate.
- Provide each person served with a transition plan.
- Make each client aware of local self-help and/or support groups and encourage participation where appropriate.
- Provide crisis intervention as necessary.
- Keep other clinicians regularly informed as to the status of the progress of persons served in treatment.
- Assist other staff members in assuring the safety and health of all consumers and persons served while in the facility.
- Serve in on-call rotation.
- Perform Peer Review and Medicaid Review of Clinical records.
• Obtain monthly clinical supervision, unless your certification/licensure requires increased level of supervision.
• Maintain all state, federal, and agency rules and regulations pertaining to confidentiality and ethics (i.e. HIPAA, 42 CFR, DHEC, Fire Marshall, etc.).
• Deliver evidence-based practices with fidelity.
• Perform other duties as assigned.

Qualifications:
• Masters degrees in a Human Services field required
• Must have an understanding of children, adolescent and family treatment as well as the ability to deliver evidence based practice with fidelity
• Good written and oral communication skills required.
• LPC, LMFT, LISW-CP or LPC-A required.
• At least one-year of counseling experience is preferred
• Prior work experience with Medicaid clients preferred
• Must be able to pass standard background checking, including: drug screen, employment physical, SLED, DSS Central Registry, and Sex Offenders Registry.
• Has a belief system and engages win faith practices that are compatible with those of the United Methodist Church.

Personal Attributes and Skills:
• Excellent organization skills with an ability to prioritize and manage multiple tasks and a variety of demands of a fast-paced environment.
• Detail-oriented, with strong organizational, analytical, and planning skill.
• Initiative and independence in carrying out responsibilities.
• Strong self-motivation and the ability to work as a team member.
• Commitment to maintain confidentiality and a high degree of accuracy in donor records.
• Detailed and nuanced communication skills to present complex messages clearly and skillfully.
• A proven ability to work positively and professionally with diverse groups of individuals.
• Must be able to work in an environment of constant demands and frequent interruptions.
• Must be able to travel during and after typical business hours, including occasionally over multiple days.

Employee’s Signature ___________________________ Date ___________________________