

AccelHealth

Job Description

I. POSITION INFORMATION

DATE:

A. POSITION:

**Licensed Professional
Counselor**

B. CLASSIFICATION:

Exempt

C. ACCOUNTABLE TO:

BH Director

D. DEPARTMENT:

Clinical

E. PROGRAM:

CHC

F. OSHA Category:

II. JOB SUMMARY

Performs individual, marital, couples, group, and crisis intervention counseling to persons experiencing social, emotional, and vocational difficulties, utilizing professional counseling standards. Provides testing appropriate for license and makes appropriate referrals for services, supervises, consults with others about outreach opportunities. Assess and evaluate problems through the use of case history, interview and observation to assist persons to achieve more effective personal and social development.

III. RESPONSIBILITIES AND AUTHORITIES

- A. Provides individual, couples, group, and crisis counseling relative to personal and social problems to the patients regardless of race, sex, ethnic origin, religion, or income.
- B. Identify patients with urgent mental health conditions and make appropriate referrals.
- C. Maintains up to date and confidential records on patients. Accurately document all services in EHR.
- D. Helps patients understand problems, define goals, and develop realistic action plans.
- E. Collects information using interviews, case histories, observational techniques, and other assessment tools.
- F. Develops therapeutic and treatment plans based on patients interests, abilities, and needs.
- G. Consult with other professionals to discuss therapies, treatments, counseling resources, or techniques, and to share occupational information.
- H. Acts as a liaison between patient and other community resources as needed.

- I. Provides professional direction in development and expression of the organization's philosophical concepts and goals.
- J. Complies with credentialing requirements and submits requested information on a timely basis.
- K. Organize work time and perform required functions in a timely manner.
- L. Comply with all company policies and procedures.
- M. Participates in continuing medical education (CME).
- N. Observe confidentiality requirements.

IV PERFORMANCE STANDARDS:

Performance will be evaluated by the Behavioral Health Director, using the AccelHealth Performance Evaluation Form; wherein a satisfactory overall rating is considered a minimal acceptable level of performance.

V ADDITIONAL RESPONSIBILITIES:

- A. May assist other staff members with their duties as work load dictates.
- B. Completes required CME per specialization and attends seminars, complies with in-service training requirements, attends mandatory staff meetings and conferences as needed or requested.
- C. Uses equipment safely and effectively.
- D. Demonstrates an appropriate level of knowledge of infection control for the assigned duties, awareness of the organization's mission and values, knowledge of patient rights.
- E. Demonstrates knowledge of policies and procedures for safety in the workplace including response to: employee injury, fire, security, incidents, ban on smoking, utility failure, response to medical emergencies, and handling of hazardous material.
- F. Uses and protects access code for computer and time station.
- G. Utilizes the employee handbook, chain of supervision and other resources.
- H. Demonstrates awareness of process improvement methodology (design, measure, assess, improve). Actively participates in performance improvement activities.
- I. Assists in BH Joint Commission site surveys and policies, as required.

VI QUALIFICATIONS

- A. Master's Degree in Counseling or Clinical Psychology or a related field of study.
- B. Must possess current licensure as a Licensed Professional Counselor in the State of

Texas.

- C. Personality and demeanor to deal with the public and distraught patients.
- D. Ability to deal with problems and interact effectively and professionally with others.
- E. Bilingual in English/Spanish is preferred.
- F. Must be eligible for liability coverage under the Federal Torts Claims Act.
- G. High ethical standards.
- H. Well-organized, self-directed, and team leader.
- I. Superior time management skills and ability to meet deadlines.
- J. Strong oral and written communication skills.
- K. Ability to respond effectively to the most sensitive inquiries or complaints.
- L. Consumer advocate for quality health care and services.
- M. Ability to handle multiple projects.
- N. Ability to motivate, confront and self-disclose.

VII PHYSICAL REQUIREMENTS:

- A. Must be able to perform the essential functions of the position.
- B. Must be able to meet the attendance requirements of the position.
- C. Must be able to communicate with the public and staff.
- D. Must be able to access all other agency locations unassisted.
- F. Must not pose a direct threat to the health or safety of other individuals in the workplace

By signing below, I acknowledge that I have received a copy of this job description, that I have had an opportunity to review it, that it has been discussed with me, and I believe I can fulfill the duties contained therein.

Employee Signature

Date