



JOB DESCRIPTION

Mental Health Counselor

Incumbent:	Position No.
Department/Section: Victim Assistance Program	Location: Huntsville, Alabama
Supervisor: Director of Behavioral Health	FLSA Designation: Exempt
Job Code:	Pay Code: \$39,850 - \$57,350

Duties and Responsibilities

1. Provide individual mental health counseling to persons who are victims of crimes living with or at risk for HIV, including HIV-negative persons referred through Thrive Alabama's substance abuse and co-occurring disorders treatment program, along with individuals who are newly diagnosed with HIV.
2. Plan and facilitate therapeutic supports groups in Huntsville for people who are victims of crimes, when there is an appropriate number of people for group who express a commitment to participate in group.
3. Plan and facilitate support groups in Huntsville for people who have a loved one who is a victim of crimes, when there is an appropriate number of people who express an interest and commitment to participate in group.
4. Provide individual counseling at all satellite clinics either face to face or through telemedicine equipment.
5. Clinical supervision of interns as assigned by Program Director.
6. Coordinate and integrate mental health services with other Thrive Alabama's services by actively participating in weekly interdisciplinary team meetings (ITM) when ITM's are re-established.
7. Communicate with Data Entry Specialist to develop a system of scheduling clients for individual sessions.
8. Document sessions and other contact in a timely manner using eCW electronic medical documentation software.
9. Collaborate with social workers, providers, Den staff, nurses, social workers, providers and housing staff as needed to ensure quality client care.
10. Maintain LICSW and PIP or LPC licenses in accordance with Alabama law and CEU requirements.
11. Complete monthly and/or other requested reports in a timely manner.
12. Provide crisis intervention services as assigned by Director of Behavioral Health.
13. In consultation with Director of Behavioral Health, create and/or update appropriate mental health forms for use with clients, in accordance with agency policies, laws, and ethics. These will include Informed Consent, Treatment Plan, Safety Contract, and Intimate Partner Violence Safety Plan.
14. All other duties as assigned by Director of Behavioral Health.

Knowledge, Skills, and Abilities

1. Knowledge of the concepts and principles of mental health treatment, including evidence-based techniques, to provide appropriate care for clients with mental health needs, including co-occurring disorders and trauma recovery.
2. Ability to operate a vehicle and willingness to travel as needed.
3. Ability to interact effectively with clients and families from diverse populations.
4. Strong desire to work with minority populations, including men who have sex with men (MSM), persons living with HIV/AIDS, and persons living with LGBT.
5. Ability to establish and maintain effective relationships with team members, other healthcare professionals, Thrive stake holders, and the public.

Software Access

Microsoft Office
eClinical Works

Minimum Qualifications

Candidate must be a Licensed Independent Certified Social Worker (LICSW) with Private Independent Practice (PIP) certification or a Licensed Professional Counselor (LPC).

Employee Signature

Date

Supervisor Signature

Date

Chief Operations Officer Signature

Date