



LICENSED CLINICAL MENTAL HEALTH COUNSELOR

Provides direct treatment services to program residents, their families, and groups to promote optimum mental and emotional health. Mental Health Counselor reports to the CEO/Executive Director (ED).

The Licensed Clinical Mental Health Counselor is responsible for (but not limited to):

- Providing diagnostic assessments, individual counseling and group counseling to residents assigned to caseload. This includes but is not limited to teaching life skills or strategies to clients &/or their families.
- Directing training groups and seminars as needed, providing evaluations &/or participating in a program of professional development (including both external and facility required number of internal in-service programs and events) toward the maintenance of professional credentials.
- Functioning as a liaison with other community-based agencies to ensure continuity of treatment (referrals) and psychoeducation to the public and/or professional community as opportunity presents.
- Completing all clinical documentation within established time frame of 1-5 business days. Ensuring confidentiality is protected according to all federal guidelines within HIPAA.
- Providing supportive, crisis intervention services as deemed necessary.
- Coordinating or directing employee workshops, courses, or training about mental health issues.

Standard Duties:

- Participating in administrative and case staffing meetings, while contributing to teamwork within the organization.
- Following all ethical guidelines as listed in 36-19 Code of Ethics for Professional Counselors.
- Reporting suspected child abuse and neglect to the Out of Home Abuse and Neglect Unit of SCDSS or to a law enforcement agency in the county where the child resides or is found.

Requirements: Perform each essential duty & requirement listed below. Position requires mental alertness, attention to detail, and accuracy. Employees must be able to follow oral and written instructions and follow-through on all assignments. Must hold a master's degree in social work or counseling (LISW-CP or LPC level of licensure).