

# **GATEWAY COMMUNITY SERVICES, INC.**

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## **POSITION: LICENSED COUNSELOR**

## **REPORTS TO: CCBHC PROJECT DIRECTOR**

### **POSITION OBJECTIVES**

This position provides both direct and indirect services to clients in a multidisciplinary treatment team. Services provided include screenings, assessments, orientation, treatment planning, case management, discharge planning, and individual and group therapy. The counselor must demonstrate competencies in patient population served, which includes patients with co-occurring substance use and mental health disorder and patients receiving medication-assisted treatment.

### **ESSENTIAL FUNCTIONS**

1. Ensure quality internal and external customer care and service.
2. Provide screening and assessments that meet requirements of private insurance and make treatment recommendations.
3. Provide referrals to other programs or to outside providers to ensure that patient needs are addressed.
4. Provide orientation, assessment, person and family centered treatment planning, individual and group therapy, family counseling, and discharge planning services according to insurance, DCF licensing, managing entity, SAMHSA, and CARF accreditation guidelines and document all services according to organizational policies and procedures.
5. Implement evidence-based practices to model fidelity in all clinical services.
6. Ensure that all clinical documents and administrative forms are complete in the electronic health record and are submitted within required timeframes.
7. Ensure that all documents are completed according to funding source requirements, including Medicaid and insurance requirements.
8. Track patient attendance to ensure that patients are attending as scheduled and that disengaged patients are provided appropriate re-engagement services prior to discharge.
9. Provide required information for concurrent reviews.
10. Demonstrate flexibility as a team member and promote a positive working environment.
11. Make an attempt to contact family or other community supports of each client to gather corroborating information.
12. Participate in monthly clinical peer reviews.
13. Participate in clinical case consultation regarding patients' progress in treatment and appropriate clinical interventions for each individual.
14. Meet or exceed monthly productivity goals as set by the organization.
15. Attend MAT and Medical Staffing as needed.
16. Provide feedback to other members of the treatment team regularly.
17. Perform special projects and other organization-related assignments as requested by the Project Director.
18. When requested, complete suicide/homicide risk assessments and the Baker Act process when appropriate.
19. Provide Qualified Professional reviews of documents including assessments, treatment plans, and treatment plan reviews as requested.
20. Provide Brief Behavioral Health Status Examinations for Medicaid patients as requested and when appropriate based on individual credentials.
21. Other duties as assigned.

### **PERFORMANCE STANDARDS**

1. Must pass required background investigation.
2. Must be willing to travel between multiple provider sites and maintain safe driving and insurance.
3. Must complete all required training.
4. Must provide excellent customer service to patients, family members, organization staff, and all other stakeholders.
5. Must abide by organization's Code of Ethics, organization standards, policy and procedures manuals, and standard operating procedures.
6. Must practice universal precautions as part of regular job duties whenever applicable.
7. Must possess competencies required to effectively understand and treat population served, including working with patients who have co-occurring substance use and mental health disorder and those receiving medication-assisted treatment.
8. Must complete 20 hours job related training annually.
9. No more than 3% error rate in EHR striving for 0% error rate.
10. Must consistently meet or exceed monthly productivity goals within the first six months of employment.
11. Must be able to perform assigned work independently with minimal supervision.
12. Timely and regularly complete all required documentation, reports, and other organization-related paperwork.
13. Ability to function as an effective team member.

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14. Maintain the work area in a clean and orderly condition.
15. Ensure safe operating conditions within the area of responsibility.
16. Must not engage in behaviors that erode the cohesiveness of the program staff.

<b>QUALIFICATIONS</b>	
<b>FORMAL EDUCATION/EXPERIENCE CERTIFICATION/LICENSURE</b>	<ul style="list-style-type: none"> <li>• Master’s degree and license (LMFT, LCSW, or LMHC) in related field and experience in the treatment of behavioral health disorders</li> <li>• Experience with mental health and substance use disorders preferred</li> <li>• Valid State of Florida driver's license with a safe driving record to meet standards for the organization’s insurance requirements. Be able and willing to drive a company vehicle to facilitate patient transportation</li> </ul>
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Ability to engage in critical thinking.</li> <li>• Ability to formulate professional clinical reports.</li> <li>• Strong time management skills.</li> <li>• Ability to help with problems areas without being overly critical.</li> <li>• Ability to recognize and respond to emergencies and life-threatening situations in an appropriate manner.</li> <li>• Ability to work in fast-paced environment.</li> <li>• Strong customer service and organizational skills.</li> <li>• Ability to relate to adolescents, adults, families, referral sources, Gateway team members and must possess requisite competencies to effectively understand and provide appropriate services to the client population served.</li> <li>• Strong clinical skills in all areas, including group and individual counseling.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of recovery process and 12-step programs</li> <li>• Adolescent and adult behavior and family systems</li> <li>• Assessment skills, including clinical case conceptualization</li> <li>• Knowledge of referral sources</li> <li>• Knowledge of evidence-based practices for substance use and co-occurring disorders</li> <li>• Have knowledge and understanding for cultural competencies to establish and maintain strong working relationships with culturally diverse patients, their families and caregivers as well as a wide range of community agencies and organizations.</li> </ul>

## **WORKING ENVIRONMENT**

- May be required to travel to multiple sites and provide mobile in-home supports.
- May be required to perform essential functions via telehealth.
- Exposure to clients who may be under the influence or withdrawing from mood altering chemicals
- Exposure to clients who may be out of compliance with mental health medication management.
- Possible exposure and or contact with blood, body fluids and airborne pathogens.