



<b>Job title</b>	<i>Outpatient Counselor</i>
<b>Reports to</b>	<i>Clinical Supervisor</i>
<b>Classification</b>	<i>Exempt/Full-Time</i>

### **Job purpose**

Provide general mental health and substance abuse counseling and therapeutic services for clients in keeping with current, professional practice standards and ethics; with empathy and compassion for the client population being serviced.

### **Duties and responsibilities**

- Provide general mental health and substance abuse counseling to include assessments, individual, family and group counseling to adults and children
- Develop and modify client treatment plans.
- Coordinate care with prescriber for clients receiving medications.
- Coordinate services and needs with Primary Care Physician.
- Accurately document progress notes on the same day of service/within 24 hours.
- Maintain Spreadsheet for Substance Abuse Group.
- Generate and produce monthly reports.
- Monitor and evaluate Clients treatment progress.
- Ability to gather resources as needed to fit the client's needs.
- Document using electronic health records.
- Maintain an active caseload within the requirements of the RHBA
- Provide fully integrated care to clients.
- Provides general mental health and substance abuse counseling and therapeutic services for clients in keeping with current, professional practice standards and ethics.
- Produce documentation, which includes but is not limited to comprehensive assessments, treatment plans, progress notes, monthly reports, and daily logs, which much meet all required timelines.
- Complete documentation for the Agency continuing education and training which meets requirements for the Arizona Behavioral Health Licensure and compliance requirements for Arizona State Board of Behavioral Health Examiners.
- Other duties as assigned.

### **Qualifications**

- Master's Degree in Counseling, Social Work, or other related fields.
- Licensed by the Arizona Board of Behavioral Health Examiners, or eligible for licensure.
- Experience in a clinical setting
- Valid Driver's License with proof of insurance
- Valid Finger Print Clearance Card
- Valid CPR Certification able to become certified
- Basic computer skills
- Knowledge of electronic medical records
- Organizational skills
- Must have the ability to conduct clear and understandable written and oral communication

**Working conditions**

Office Environment, critical deadlines, Paperwork, and may experience difficult clients.

**Physical requirements**

Long periods of sitting in front of a computer screen and consistent face-to-face interactions with clients. Sitting, Keyboarding and Speaking.

Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind; Your employment with Family Service Agency is at-will.

I acknowledge that I have received my job description and understand that Family service agency reserves the right to modify this description at any time without notice.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_