**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.**

# JOB DESCRIPTION

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| DATE ESTABLISHED: 08/01/2014 DATE REVIEWED: 03/12/2025 |  | DATE ESTABLISHED: 08/06/04 |  8/6/04 |
| DATE REVISED: 03/12/2025 DATE APPROVED: 03/12/2025  |  | **DATE AMENDED:** 06/22/21 | 6/22/2021 |

**TITLE OF POSITION:** Outpatient Counselor

**POSITION NUMBER:** MH-50

**PROGRAM:** Outpatient Services

**COMPONENT:** Adult or Family Services

**MINIMUM TRAINING, CREDENTIALS AND EXPERIENCE REQUIRED:** Master’s degree from an accredited university or college with a major in counseling, psychology, social work, or human services related discipline *(a human services related discipline is one in which major course work includes the study of human behavior and development*.) Prefer individuals with at least two years’ experience working with applicable populations who have mental health, substance abuse, and/or co-occurring disorders or developmental disabilities. Ability to provide individual, group substance use, and co-occurring services to meet the needs of individuals served and their families. Licensure as a Mental Health Counselor, Clinical Social Worker, or Marriage and Family Therapist under Chapter 491 Florida Statutes preferred.

Compliance with minimum standards for screening of mental health person­nel as contained in F.S. 394.4572.

**SUPERVISOR:** Adult or Family Services Component Director

**POSITIONS SUPERVISED:** N/A

**WAGE AND HOUR STATUS:** Exempt - Professional

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES: \***

**ESSENTIAL FUNCTIONS:** (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

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| 1. Meet minimum standards for screening of mental health personnel as contained in F.S. 394.4572.
2. Upkeep of quality assurance documentation standards is required at all level.
3. Maintenance of the minimum monthly productivity is expected.
4. Provide clients with an appropriate orientation to services.
5. Collect and analyze data considering the client's age, developmental level, treatment readiness, stage of change, gender, and cultural background, and complete mental health and substance abuse history.
6. Assess for mental health, substance use, and co-occurring disorders.
7. Use clinical data to arrive at a clinically supported and valid DSM diagnosis.
8. Arrive at treatment recommendations and level of care decisions that are appropriate to diagnosis, client’s level of functioning, and medical necessity criteria.
9. Complete FARS/CFARS/OMIs in an accurate and timely manner.
10. Develop individualized service/treatment plans based on assessment, the client's assessed stage of change, and in consultation with the client, family, and or treatment team as appropriate.
11. Address diagnosed mental health, substance use, and co-occurring disorders in the treatment plan.
12. Assess treatment and recovery progress, and, in consultation with the client and significant others; make appropriate changes to the treatment plan to ensure progress toward treatment goals. (FTPR, progress notes, changes to treatment plan as indicated by client change).
13. Monitor and document progress of the client in relation to treatment goals and objectives.
14. Complete treatment/service plans and treatment plan reviews within established timeline.
15. Obtain, track, and update authorizations for services as needed. (example: individual and/or group therapy, psychosocial rehab, etc.).
16. Provide individualized treatment services based on the treatment/service plan.
17. Provide integrated treatment to individuals assessed as having co-occurring disorders.
18. Provide services based on strengths, needs, abilities, preferences, cultural identity, and language of the client.
19. Establish rapport with clients and families to foster engagement and develop a therapeutic process.
20. Involve family, social networks, and community systems in the treatment and recovery process as appropriate.
21. Adapt evidence-based practice to the individual needs of the client. *(EBPs include, but not limited to, IDDT Integrated Dual Diagnosis Treatment, Seeking Safety, TFCBT Trauma Focused Cognitive Behavioral Therapy, Motivational Interviewing)*.
22. Conduct discharge planning with the client (and involve significant others when available and appropriate), and close client record in EHR.
23. Assess for risk and protective factors and provide services appropriate to identified risk and protective factors.
24. Assess, recognize, and respond to high risk factors including suicidal and homicidal ideation, plans and/or intentions.
25. Recognize, respond to, and defuse volatile or dangerous situations.
26. Provide crisis intervention, group therapy, and/or individual therapy services as needed.
27. Seek supervision and consultation as needed in regard to client’s safety management.
28. Recognize and manage transfer of care and other critical points in treatment (critical risk points include but are not limited to: initial contact; change or transfer of care; change in legal status; change in life events; change in mental status; change in physical condition; change to a less restrictive level of care; discharge from services).
29. Develop appropriate client Personal Safety Plan as needed.
30. Other duties as assigned.
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***Physical & Other Requirements:***

|  |  |
| --- | --- |
| Activity | Expectation |
| Standing | **[ ]**  Minimal **[x]**  Moderate **[ ]**  Frequent |
| Sitting  | **[ ]**  Minimal **[x]**  Moderate **[ ]**  Frequent |
| Driving vehicles | **[ ]**  Minimal **[ ]**  Moderate **[ ]**  Frequent |
| Lifting and/or Carrying | **[ ]**  Minimal **[x]**  Moderate **[ ]**  Frequent |
| Bending and/or Stooping | **[ ]**  Minimal **[x]**  Moderate **[ ]**  Frequent |
| Climbing Stairs and/or Ladders | **[x]**  Minimal **[ ]**  Moderate **[ ]**  Frequent |
| Walking or Moving (between offices, other facilities, etc.) | **[ ]**  Minimal **[x]**  Moderate **[ ]**  Frequent |
| Other (lift above waist/reaching etc., please explain)Filing charts | **[x]**  Minimal **[ ]**  Moderate **[ ]**  Frequent |

Speaking: **[x]**  Yes **[ ]**  No

Hearing: **[x]**  Yes **[ ]**  No

Reading Comprehension: **[x]**  Yes **[ ]**  No

# Repetitive motion with hands, wrists, arms [x]  Yes [ ]  No

# (e.g. keyboard, typing, handwriting, etc.)

Ability to lift and carry up to **10** pounds.

Ability to handle stressful situations: **[ ]**  Minimal **[ ]**  Moderate **[x]**  Frequent

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| --- | --- | --- | --- | --- |
|  | Infrequent | Occasional | Frequent | N/A\* |
| Travel Same Day | **[ ]**  | **[x]**  | **[ ]**  | **[ ]**  |
| Travel Overnight | **[x]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Overtime (Non-Exempt only) | **[ ]**  | **[ ]**  | **[ ]**  | **[x]**  |
| Holidays/Weekends | **[ ]**  | **[ ]**  | **[ ]**  | **[x]**  |
| Shift Work (PMs/Midnights) | **[ ]**  | **[ ]**  | **[ ]**  | **[x]**  |

**Copy received by:**

 **Date**