

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

**JOB DESCRIPTION**

**DATE ESTABLISHED:** 06/01/2020

**DATE AMENDED:**

**TITLE OF POSITION:** Counselor

**POSITION NUMBER:** 29-12

**PROGRAM:** Counselor

**COMPONENT:** Bay/Gulf Recovery Project (Disaster Recovery)

**MINIMUM TRAINING, CREDENTIALS AND EXPERIENCE REQUIRED** Master's degree in Psychology, Social Work, Marriage and Family Therapy, Mental Health of experienced Counseling (certified addictions professional preferred) trained in Cognitive Behavioral Therapy and Crisis related counseling with one year of employment /vocational counseling experience, as well as experience in providing integrated dual disorder treatment. This candidate will work with participants to assess educational and vocational needs as well as work to identify and remove any barriers to successfully achieving educational, vocational, and housing goals. Must have a valid Florida driver license and meet all Center requirements for vehicle operations and transportation of clients in Center and non-Center vehicles.

Completion of Cardiopulmonary Resuscitation and Basic First Aid training (within six months of hiring). Completion of four hours of HIV/AIDS education (within 30 days of hiring) and two hours of HIV/AIDS information (biannually). Successful completion of Trauma Counseling training (within six months of hiring). Successful completion of training in Integrated Dual Disorder Treatment Model (IDDT) within 6 months of hire.

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

**SUPERVISOR:** Bay/Gulf Recovery Team Leader

**POSITIONS SUPERVISED:** None

**SALARY MINIMUM:** \$ 46,000.00

**CERTIFIED ADDICTIONS PROFESSIONAL STIPEND:** \$1,500

## **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.)

1. Provide face to face and telephone assessment of persons as needed to determine treatment and services needed and develop treatment plan to ensure client receives needed treatment. Become knowledgeable and demonstrate successful implementation of Integrated Dual Disorder Treatment Model (IDDT) which is an evidence-based model which incorporates five evidence-based practices to address the consumer with two or more co-occurring disorders including medication management, illness management and recovery skills, supported employment, family psychoeducation, and integrated treatment.
2. Provide trauma-informed services to include individual and group counseling as part of the treatment milieu so each individualized therapeutic need can be addressed. Collectively, the team will provide coordinated services aimed at improving recovery along with quality of life, increasing abstinence from substances, and ensuring the consumer and consumer's family have the necessary skills/supports to recover.
3. Assist individuals experiencing behavioral health crises with accessing services and supports to alleviate immediate stressors affecting stability in the community.
4. Provide emergency intervention and support services to persons experiencing severe psychiatric disturbances and without which may result in inpatient hospitalization.
5. Provide individual supportive therapy, and symptom management, both in office and community settings, ensuring immediate changes are made in the treatment plans as individual's needs change; educate and support individuals' families; and advocate for the rights and preferences of persons served.
6. Complete clinical record and other documentation in accordance with Center policies and procedures, component-specific guidelines and guidelines in requirements of funding and accrediting agencies.

## **OTHER ESSENTIAL FUNCTIONS:**

1. Travel required between multiple service sites, to the homes or residences of persons served, and within the community.
2. Perform away-from-center intervention activities.
3. When no other alternatives are available, transport individuals in personal or Center vehicles.
4. Document services within required time frames.

Copy received by:

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