

# **Licensed Behavioral Health Counselor**

**Division:** Knox Community Health Center  
**Immediate Supervisor:** Chief Medical Officer  
**Bloodborne Pathogen Risk Classification:** 1  
**Fair Labor Standards Act (Exempt Status):** Exempt  
**Salary Schedule Pay Grade:** Contractual

**Created: September 16, 2014**  
**Reviewed: December 2015**

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As with any public sector employment, job descriptions, performance standards, and duties assigned are subject to change dependent on funding allocation and community expectations.

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## **Summary of Duties:**

1. Function in a timely and appropriate manner as a team member on an integrated behavioral health team.
2. Provide behavioral and mental health services to patients; counsel individuals and groups regarding problems such as stress, substance abuse and family conflict, in order to modify behavior and /or improve personal, social and vocational adjustment.
3. Develop and implement individual treatment plans, specifying type, frequency, intensity and duration of therapy; discuss treatment of problems with clients.
4. Evaluate the effectiveness of counseling or treatments, and the accuracy and completeness of diagnoses, modify plans and diagnoses as necessary.
5. Identify psychological, emotional or behavioral issues and diagnose disorders, using information obtained from interviews, tests, records, consultations with primary care providers and reference materials.
6. Interact with clients to assist them in gaining insight, defining goals and planning action to achieve effective personal, social, educational and vocational development and adjustment.
7. Obtain and study medical, psychological, social and family histories by interviewing individuals, couples or families and by reviewing records.
8. Provide occupational, educational and other information to individuals so that they can make educational and vocational plans.

9. Track clinical symptoms over time using established measures; and cue changes in treatment when the patient is not improving.
10. Support medication therapy prescribed by PCP.
11. Facilitate referral to other services (e.g., substance abuse treatment, specialty care, and community resources) as needed. Follow-up on the outcome of referrals.

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**Minimum Qualifications:**

1. Master's degree in Social Work required from an accredited college or university and Licensed Clinical Social Worker in the State of Illinois. Must have current LCPC or LCSW license.
2. Previous clinical responsibility to include crisis intervention, brief assessments, and individual psychotherapy preferred.

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**Skills/Abilities:**

1. Experience working with clients providing direct assessment, diagnosis formulation, treatment planning, treatment intervention, and education.
2. Must have solid psychosocial assessment skills; desire to work closely with other professionals, and an ability to master detailed and complex information.
3. Excellent interpersonal, communication, computer, telephone, oral, and written skills are a must.
4. Require demonstrated ability to effectively and sensitively provide care to people from different cultural groups.
5. Experience working with electronic charting of medical records.

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**Essential/Non-Essential Functions:**

1. Responsible for the timely and accurate preparation and submission of all initial and re-submitted third party insurance or reimbursement claims, in accordance with program guidelines and requirements.
2. Responsible for the timely and accurate processing of patient and third party payments.
3. Responsible for balancing daily receipts timely and accurately.
4. Provide assistance to staff and patients regarding billing issues and problem resolution in a courteous and timely manner.
5. Perform other assigned duties as requested.

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**Travel Requirements:**

1. Proof of auto insurance and a valid driver's license is required.

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**Physical/Mental Attributes:**

Must be multi-task oriented. Efficient, able to organize and prioritize multiple tasks. Work well independently and as a team member. Handle assigned tasks with minimal supervision. Previous experience in operation of office machinery: Personal Computer, copier, Fax, postage machine and printer. Adequate vision. Ability to reach, stop, walk and lift 25 pounds.

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**Performance Standards:**

Performance will be measured in accordance with the Knox County Health Department approved evaluation tool and established work performance standards.

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Administrator Signature

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Employee Signature