

The Forrester Center for Behavioral Health

Job Description

Job Title: Executive: Clinical Counselor

Department: Treatment Services

Reports To: Sr. Director Of Programs

FLSA Status: Non-exempt status

Work Hours: Varied depending on assignment

Productivity expectation: 18 billable contact hours per week

Revised Date: April 20, 2022

Summary: Organize and provide therapeutic assessment, group and individual counseling services focused primarily on the treatment of substance use and other behavioral health disorders. Organize and coordinate services between client, agency, and referral sources. Update client's treatment goals and monitor progress. Maintain quality documentation in accordance with Commission on Accreditation of Rehabilitation Facility(CARF), Medicaid, and agency standards for all services rendered with little supervision.

Essential Duties and Responsibilities:

1. Assessing needs, providing counseling and/or education services to clients.
2. Performs case coordination, crisis intervention, making referrals, maintaining records and files, and preparing reports.
3. Utilizes a high level of clinical counseling skills and clinical expertise in providing counseling services to individuals and families.
4. Develops and updates Individual Care Plans, provides follow up and clinical intervention.
5. Works in conjunction with the treatment team to provide evidence-based services that support and enhance recovery.
6. Participates in routine and special clinical supervision, staffing, consultations, training and related meetings and seminars.
7. Performs other duties as assigned.

Supervisory Responsibilities: None

Qualifications: Any combination of education, training and experience which provides the required knowledge, skills and abilities required to fulfill the duties of the position. Bachelor's degree in a Human/ Social Science field is required.

Special Requirements: Must meet and maintain minimum qualifications established for the position by the agency and the State of South Carolina.

Physical Demands: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount to force frequently or constantly to utilize office equipment.

Work Environment: Professional office

Comments: This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by the job holder. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. The Forrester Center for Behavioral Health reserves the right to revise, modify, or amend this job description at any time. Job descriptions are not intended as and do not create employment contracts. The Forrester Center maintains its status as an at-will employer, and employees can be terminated at any time for any reason not prohibited by law.