

**Job Description**

**EFFECTIVE DATE:** October, 2009

**REVISED DATE:**

**TITLE:** **MULTI-SERVICES COUNSELOR**

**REPORTS TO:** Clinical Manager, Adult Community Services

**SUPERVISES:** None

**POSITION OBJECTIVE:**

Provide adults with severe and persistent mental illnesses opportunities to restore or develop the capacity to reach maximum independence in the areas of living, learning, socialization as well as providing them the opportunity to develop the skills and supports necessary to find, obtain and or maintain employment in the environment of their choice.

**POSITION REQUIREMENTS:**

- Masters Degree or higher in a social service discipline
- Certified Rehabilitation Counselor (CRC), preferred
- Minimum one (1) year previous vocational experience required
- Minimum one (1) year experience working with adults with mental illnesses
- Direct experience planning, preparing and presenting to groups/individual therapy
- Completion of training necessary to meet contract obligations with Florida Vocational Rehabilitation Department.
- Successful completion of background screening
- Current Florida driver's license w/clean driving record; own transportation to provide client services

**SKILLS NECESSARY:**

- Clinical documentation skills
- Oral case presentation skills
- Individual and group presentation skills
- Knowledge of vocational/employment issues
- Exceptional interpersonal skills to communicate in a clear, comprehensive, therapeutic manner and be able to interact positively with a variety of people

**ESSENTIAL JOB FUNCTIONS:**

- Orient clients to program philosophy, expectations, services available, treatment process, rules and regulations, client rights and other pertinent information
- Accept input from clients in developing plans for groups and activities, which will enhance empowerment and awareness of employment opportunities in the community
- Co-facilitate other therapeutic groups as appropriate
- Provide opportunities for clients to practice skills necessary for success in the work force
- Submit timely, complete and accurate documentation of each session including behaviors and progress in treatment
- Screen referrals from all sources within one week of date of request for services and respond with appropriate recommendations. Conduct intake evaluations for clients eligible for psychosocial rehabilitation services and Life Skills groups
- Link PSR clients with necessary services, in lieu of case management
- Provide coverage and documentation for ACAP as necessary
- Develop appropriate unit and lesson plans and provide skills training and educational instruction for clients
- Co-facilitate Life Skills groups and other therapeutic groups as appropriate
- Conduct individual therapy sessions with Life Skills participants

## Clay Behavioral Health Center, Inc.

- Assist with coordination of Fast Track program. Provide intake evaluations, group counseling for clients experiencing difficulties coping with acute stressors in their lives. Assess level of services needed and link clients with appropriate resources both internal and external
- Provide support and crisis intervention, as needed. Refer for more intensive crisis intervention as required
- Assist with coordinating and providing supervision of field trips and outside activities for individuals and groups
- Begin all necessary and required documents on CBHC referrals and other referral sources from vocational specialist in prescribed time frame
- Assist with assessing clients for job readiness, vocational skills and areas of interest. Meet with clients individually to discuss issues related to finding or maintaining employment
- Provide on site supervision of clients employed part time by CBHC. Assist with interviewing and training new staff, scheduling, collect/sign time sheets, provide feedback and reinforcement and assist with required evaluations
- Meet with potential community employers to develop appropriate jobs as necessary. Assist with maintaining a job bank of current and potential employers. Act as an advocate for client in obtaining employment as appropriate
- Provide support at job site and crisis intervention, as needed. Refer for more intensive crisis intervention as required
- Arrange, assist or provide transportation as needed
- Complete reauthorizations as necessary
- As assigned conduct didactic presentations for staff, clients, and community
- Assist in contract/grant writing as needed
- Participate in multidisciplinary team staffings
- Attend all assigned agency training, staff development, supervision and staff meetings as scheduled
- Regularly review and use policies and procedures of the agency including CARF; Medicaid; VR and United Way

### **OTHER:**

1. Abide by CBHC policies and procedures
2. Promote agency goals and positive agency image in the community
3. Work with a positive attitude and as a team player
4. Report any community complaints or criticisms of agency or staff to supervisor immediately
5. Other duties as assigned by supervisor