

**MENTAL HEALTH CLINIC OF PASSAIC
JOB DESCRIPTION
CLINICAL COUNSELOR**

Qualifications:

1. MSW or LSW required
2. Minimum 1 year experience in the provision of mental health services, preferably with children and families.
3. Community outreach experience preferred.
4. Bi-lingual (English/Spanish) preferred.
5. Valid NJ Driver's license.
6. Provide proof of US citizenship or legal alien status.

Responsibilities:

1. Maintain the highest ethical and professional behavior and standards associated with the Clinic.
2. Maintain positive, cooperative and mutually supportive relationships with your supervisor, the administration, peers, support staff and representatives of the community. Establish a professional rapport with clients. Demonstrate initiative, enthusiasm and positive interpersonal skills to relate well with clients and staff.
3. Continue to grow professionally through participation in clinical supervision, collaboration with colleagues, and professional growth experiences.
4. Follow all rules and procedures established by the Clinic and its funding sources as outlined in The Clinic's policies and procedures manual.
5. Immediately advise appropriate personnel of evidence of child abuse or neglect, and/or conditions or situations which compromise, or potentially compromise, service to clients.
6. Protect confidentiality of records and clinical material as required by NJ State law.

Job Functions:

1. Provide psychotherapeutic treatment and counseling to assigned clients. Plan and implement therapeutic experiences to address and meet each client's unique needs, strengths, readiness and skill levels. Employ a variety of accepted techniques and strategies to achieve goals mutually established by the client and the treatment team and delineated in each client's treatment plan.
2. Perform intakes and psycho-social evaluations.
3. Provide crisis intervention and outreach to clients.
4. Perform all indicated aspects of case management (concrete services, community liaisons and advocacy.)
5. Maintain all required clinical and administrative documentation, including contacts, treatment plans, billing forms, client charts, and time sheets accurately and in a timely manner.
6. Other duties and responsibilities as designated by supervisor.

Responsible to: Unit Supervisor

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