

## Job Description (internal)

Position Title: **Clinical Counselor**

Report to: Training/Clinical Director

Employment Status: Part time OR Per Diem (1 position @ 8 hours/week)

Work location: Herkimer, NY

*Under the supervision of the Training/Clinical Director, applicants will provide individual, couples, and family therapy approx. 8 hours/week with 1-2 hours of documentation time. Services will primarily be provided through tele med during COVID-19; however, applicants will be expected to have flexibility to provide in-person service at the Herkimer office location as the health pandemic allows. Specialized clinical supervision is provided for individuals at no cost seeking licensure, such as those seeking licensure for Master Social Worker (LMSW), Marriage and Family Therapist (LMFT), and Licensed Mental Health Counselor (LMHC).*

### Qualifications:

- Licensed social worker, mental health counselor, marriage and family therapist or related clinical degree.
- At least 3-5 years' experience working with children and families in direct service roles.
- A commitment to human services as a profession.
- An understanding of and commitment to helping profession ethics.
- Is culturally competent.
- Ability to work independently.
- Current & valid NYS drivers' license.

### Preferred:

- Experience delivering service through tele-health, video and telephonic counseling a plus.
- Knowledge of trauma-informed service delivery.

### Job Responsibilities:

- Assures high-quality client services and standards of the clinical program.
- Provides direct service to clients - children and families.
- Provides short-term counseling to children and families through individual and family counseling.
- Utilizes diagnostic and assessment information to create comprehensive service/treatment plans, working with community systems.
- Initiates both internal and external referrals to providers/agency services.
- Coordinates with referral providers and agencies.
- Participates in telephonic on-call rotation with additional compensation.
- Updates job skills through professional development as needed.
- Contributes to team effort by performing other duties as assigned or those duties requested by supervisor.
- Maintains accurate client records and statistics.
- Maintains confidentiality of all clients.
- Abides by their affiliated Code of Ethics, such as the National Association of Social Workers.
- Maintains and promotes positive work environment.