



Licensed Professional Clinical Counselor Position Description

Employee: _____
Positions Supervised: None
Status: Regular Full-Time
Classification: Exempt, Contract

Date of Hire: _____
Supervisor: Director of Behavioral Health
Last Revised: 3/17/2022

Summary of Position

Position Summary: Ohio Licensed Professional Clinical Counselor, who will be performing clinical duties in an integrated behavioral health and primary care setting.

Primary Duties:

- Complete diagnostic assessments with new patients referred for behavioral health services in a timely manner
- Maintain an active patient caseload of at least 60%
- Complete documentation in an efficient, timely manner
- Collaborate with primary care providers regarding patient care
- Complete appropriate psychological testing to better inform diagnosis and patient care
- Attend behavioral health/all staff meetings as scheduled
- Supervise practicum students/ provide supplemental supervision to doctoral practicum students
- Collaborate with behavioral health staff to promote ongoing refinement of policies and procedures within the department
- Engage in case consultation with other behavioral health providers as needed
- Attend trainings to promote professional development within the field
- Complete monthly peer reviews to ensure quality compliance with the behavioral health department
- Engage in a behavioral health consultant role during Open Access each week

Competencies/Skills:

- Interest in integrated behavioral health and primary care services
- Ability to quickly and accurately formulate diagnostic and treatment recommendations
- Eagerness to be part of a team rather than an independent provider
- Knowledge of evidenced-based treatments
- Interest in working with individuals from a marginalized population
- Ability to complete quality documentation in a timely manner
- Flexibility and adaptability
- Manage priorities efficiently/effectively
- Practice ethical behavior within the agency and within the field of clinical counseling

Experience, education/training and licensure:

- Masters degree in clinical counseling required
- Current clinical counseling license in the state of Ohio required
- Experience in integrated healthcare model preferred
- Training and current knowledge of cognitive, personality, and achievement testing preferred
- Experience with Electronic Health/Medical Records is preferred

PHYSICAL REQUIREMENTS & ENVIRONMENTAL CONDITIONS:

Must be able to push, pull and assist in lifting up to 20 lbs. May be exposed to loud noises. Must be able to stand and sit for extended periods of time, stoop, bend, reach, show manual dexterity, and clearly communicate with office personnel and external customers. May be exposed to blood and bodily fluids.

Attestation:

1. I have read the duties and responsibilities for my position as listed in this Position Description.
2. I understand what is expected of me in the performance of my duties and responsibilities.
3. I am able to perform my duties and responsibilities with/without any restrictions.

Employee

Date

Supervisor

Date

Chief Executive Officer

Date Approved

This job description is intended to indicate the basic nature of the position(s) allocated to this class and examples of typical duties that may be assigned. It does not imply that all position within this class will perform all of the duties listed, nor does it attempt to list all possible duties that may be assigned.

This job description does not constitute an employment agreement between the employer and employee and is subject to revision by the employer as the needs of the employer change and/or requirements of the job-related duties expand or are updated.