



Licensed Professional Clinical Counselor Position Description

Employee: **Site:** Main Street

Class Title: Licensed Professional Counselor

DWorking Title: LPC

Hours Worked: 32 hours/week

Positions Supervised:

Status: Regular full time, exempt

Name of Supervisor: Emily Blanks, Psy

Title of Supervisor: Behavioral Health Manager

Date Revised: 12/6/2021

Summary of Position

Under the direction of the Behavioral Health Manager, the LPCC will provide direct client services consisting of individual, group, and/or family therapy. The LPCC may also provide school and/or home based services including crisis intervention. Client assessment, treatment and aftercare planning are included in all clinical positions. All Behavioral Health (BH) staff will participate as the Behavioral Health Team, attending team meetings, case reviews, staff development, and policy and procedure development. The LPCC will use independent judgment in carrying out daily job responsibilities.

RESPONSIBILITIES AND DUTIES:

- Conducts intakes with new clients, completing all paperwork in a timely and thorough manner.
- Provides individual, group and family therapy to clients regardless of handicapping condition.
- Provides school/home based and crisis intervention services as necessary or requested.
- Completes Progress Notes on all client contacts.
- Completes Monthly Progress Reports on all appropriate clients, assuring that these reports are sent to the appropriate persons and agencies.
- Works effectively with all clients and families, providing quality and timely assessments, service planning, service reviews, discharge planning and aftercare planning within a 'recover' model.
- Provides all clients with appropriate referrals to other community agencies as needed or requested.
- Maintains an appropriate number of direct service hours assuring that the BH Care Coordinator have information regarding 'openings'.
- Provides contract services for other agencies, as appropriate or requested.
- Provides supervision to non-licensed staff including intern/externs, as appropriate or requested, documenting all supervision provided.
- Acts as a willing and efficient liaison between FCHC Behavioral Health Services and other behavioral health agency staff, school district employees, and court employees.
- Is a productive member of the Behavioral Health team by participating in departmental meetings, case reviews, staff development, and policy and procedure development.
- Assumes responsibility for understanding guidelines and procedures for all FCHC contracts/MOUs and requests clarification, if necessary.
- Observes applicable state and federal laws. Assumes responsibility for knowledge of laws and requests clarification, if necessary.
- Maintains general behavioral health and education standards and keeps abreast of behavioral health and educational trends by reading and attending in-services and workshops as indicated in staff development plan.
- Follows professional and ethical practices when working with clients, client records, families and community personnel. Abides by APA guidelines for clinical/ethical practices.
- Has a thorough knowledge of all Fairfield Community Health Center policies and procedures, including those for PTO, exempt and nonexempt status and uses accordingly.
- Maintains confidentiality of client/family information.
- Uses appropriate management techniques when dealing with inappropriate or acting out behavior.
- Uses appropriate incident reporting procedures when documenting unsafe or problematic incidents involving patients, clients and/or staff. Completes Incident Report accurately and follows procedures completely.

- Interacts effectively with Board Members, community members, and other agency personnel to promote a milieu of trust, productivity and growth.
- Provides a responsible, productive and creative role model for other Fairfield Community Health Center staff.
- Maintains a positive attitude toward job responsibilities, working collaboratively with all FCHC staff members to create a productive, working team.
- Utilizes appropriate channels for reporting/discussing/solving problems or concerns. Discusses staff concerns with his/her supervisor and other behavioral health staff members prior to involving the CMO, CEO, or other executive staff members.
- Completes other tasks as requested.

Patient/Customer Focus: Makes patients and their needs a primary focus of one's actions; shows interest in and understanding of the needs and expectations of internal and external customers; gains patient trust and respect; meets or exceeds patient's expectations. **Core values of Patient-Focused Care:** *Timely answering of calls, refills and referrals; respect: compassion, empathy, caring, non-judgmental, focusing on one patient at a time, establish trust and ensure patient satisfaction. Compassionate Care : Treating patient as if they are our family/friends: Platinum Rule (Treat others the way they want to be treated), being kind and courteous, showing empathy and not passing judgment, showing patients respect, understand patient's limitations, demonstrating professionalism even under stressful situations.*

Quality Orientation: Monitors and checks work to meet quality standards; demonstrates a high level of care and thoroughness; checks work to ensure completeness and accuracy.

Technical/Professional Knowledge and Skills: Possesses, acquires and maintains the technical/professional expertise required to do the job effectively. Demonstrates knowledge through problem-solving, applying professional judgment and competent performance.

Communication and Teamwork: Participates as an active and contributing member of a team to achieve team goals. Works collaboratively with others, involves others, shares information as appropriate, shares credit for team accomplishments. **Core Value of Collaborative Care:** *teamwork, closer co-worker communication, making best use of time, positive attitude.*

- Actively supports the Mission, Vision and Values of FCHC.
- Actively participates in staff meetings, in-services and training sessions.
- Flexible to cover other office functions as needed, goes beyond their assigned role without being asked.

Adaptability and Innovation: Adapts well to changes in assignments and priorities, adapts behavior or work methods in response to new information, changing conditions or unexpected obstacles. Uses creativity and imagination to develop new insights into situations and applies new solutions to problems. **Core Value of Creative Care:** *open to change, optimistic, focus on learning and sharing.*

- Remains open to feedback for improvement.
- Suggests new ways to address issues.
- Shares patient, office or workflow concerns and possible solutions for resolution.

QUALIFICATIONS

- Master's Degree in Social Work or related field.
- Must be licensed as a LPCC through the State of Ohio Counselor, Social Work, and Marriage and Family Therapist Board.
- Experience in behavioral health or educational setting with at-risk youth or adults.
- Experience conducting individual, group or family therapy or special focus groups.
- Valid Driver's License.
- CPR certified. First Aide certified, if appropriate.
- Experience with Electronic Health/Medical Records is preferred.
- General proficiency with traditional computer software is preferred.

- Outstanding oral and written communications skills are required.

PHYSICAL REQUIREMENTS:

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 for extended periods of time, stoop, bend, reach, show manual dexterity, and clearly communicate with patients and office personnel.

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 positions within this class will perform all 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.