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## JOB DESCRIPTION

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CLASSIFICATION: Exempt / Non-Exempt

POSITION TITLE: **Mental Health Counselor**

PROGRAM NAME/  
LOCATION: West Salem Clinic Mental Health  
1245 Edgewater Street NW

EMPLOYMENT STATUS: Full Time / Part Time

SUPERVISOR: Mental Health Program Manager

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### FUNCTION:

To provide mental health counseling services to individuals, couples, families, and groups for the West Salem Clinic Mental Health Department.

### SUPERVISORY DUTIES:

None.

### GENERAL DUTIES:

- 1 Performs duties assigned by the Mental Health Services Director.
- 2 Meets established timelines.
- 3 Meets established attendance criteria and starts work promptly.
- 4 Knows and consistently implements all approved policies, protocols and procedures.
- 5 Regularly supports compliance and accreditation efforts as assigned including, but not limited to OSHA, Joint Commission and HIPAA and Behavioral Healthcare Network.
- 6 Consistently supports the organization's mission as defined by the Board of Directors and the Executive Director.
- 7 Participates in required meetings and events.
- 8 With the immediate supervisor, sets and achieves annual goals for job performance improvement.

- 9 Monitors the entire work environment, ensuring the entire facility, indoors and outdoors, is kept as clean and orderly as possible.
- 10 Effectively participates as a member of the team and promotes teamwork.
- 11 Consistently demonstrates good use of time and resources.
- 12 Consistently interacts with clients and staff in a professional manner that reflects favorably on the organization and that is conducive to high productivity.

**SPECIFIC DUTIES: (The first five are Core Competencies)**

- 1 Assess the nature and extent of client's MH and COD presenting problem, and formulate a plan for service that addresses MH and COD issues and their impact on client's interaction.
- 2 Provide mental health treatment to individuals, couples, families, and groups.
- 3 Provide on-going assessment, treatment planning and goal setting including annual reviews.
- 4 Collaborate and communicate with team members to provide holistic integrated treatment.
- 5 Keep accurate and timely records and data in accordance with agency policy standards.
- 6 Provide information, screening, and referral services to clients and to the public.
- 7 Make collateral and community contact on behalf of clients.
- 8 Participate in staff meetings, training sessions, committee work, and supervision sessions.
- 9 Maintain strict confidentiality.
- 10 Carry after hours pager on a schedule of rotation.
- 11 Establishes rapport, systematically gathers data, determines the client's readiness for treatment and change, and applies accepted criteria for diagnosis of substance abuse disorders.
- 12 Analyzes and interprets all relevant data to determine treatment recommendations and priorities.
- 13 Formulates with the client mutually agreed-upon, measurable treatment goals and objectives.
- 14 Demonstrates knowledge of and adherence to accepted ethical and behavioral standards of conduct and continuing professional development.

**QUALIFICATIONS:**

- 1 Master's degree in counseling, social work, and/or other degree in mental health field.
- 2 Must have graduate course work in theory, diagnosis, and treatment of mental health disorders.

- 3 Must have experience working with persons who have mental health issues and those who are in emotional distress.
- 4 Valid Oregon Driver's License and proof of automobile insurance.

**PHYSICAL ACTIVITIES AND REQUIREMENTS OF POSITION:**

- 1 The physical activity of this position may include: sitting, stooping, kneeling, crouching, reaching, standing, walking, picking , pinching, typing, and lifting.
- 2 The worker is subject to inside environmental conditions.
- 3 Light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects.

**HAZARDS OF POSITION:**

- 1 The worker is exposed to infectious diseases.
- 2 The worker is exposed to unpredictable behavior.
- 3 TB testing - low risk
- 4 Hepatitis B testing - low risk