

**WOMANHAVEN, A
CENTER FOR FAMILY SOLUTIONS**

Department: Wellness	Location: Center
Job Title: Mental Health Counselor	Salary Range: \$15-\$20/hr depending on experience
Reports To: Assigned Supervisor & Assigned Clinical Supervisor	Title: Family Violence Program Coordinator
Type of position: <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time	Hours <u>20-40</u> / week depending on need of service Minimum weekly case load average of 28-35 sessions per week <input type="checkbox"/> Exempt Position <input checked="" type="checkbox"/> Non-Exempt Position

WomanHaven a Center for Family Solutions is a culturally and linguistically competent multi-service nonprofit organization dedicated to providing services to those affected by domestic violence, elder abuse, economic deprivation and homelessness regardless of gender identity or sexual orientation. Our emphasis is on client-centered, trauma informed care. We work with diverse partners to promote individual, family and community transformation in Imperial County.

Summary: Under supervision, conducts outpatient clinical assessments to evaluate the psychological, social, occupational, educational and domestic needs of assigned clients and provide treatment intervention. The primary responsibility of this position is to provide counseling, emotional support and assistance to assist clients in overcoming interpersonal abuse, adjusting to life or making changes.

ESSENTIAL FUNCTIONS:

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be an exhaustive list of all the responsibilities of the position.

- Conducts clinical interviews and assessments; gathers information for diagnostic and treatment planning purposes.
- Provides interventions using evidence-based techniques and methodologies approved by the department, including trauma informed care framework.
- Provides individual, group therapy and collateral interventions; provides an atmosphere of trust and safety.
- Provides crisis interventions to clients who are in apparent emotional distress; advises other treatment staff on methods to utilize to alleviate client symptoms in crisis situations.
- Provides referrals to community agencies and providers for support or additional services.
- Develops treatment plans for clients to alleviate current areas of impairment; assures that treatment plans have problem solving objectives; serves as service coordinator as assigned.
- Uses a variety of diagnostic and rating tools to evaluate client progress, effectiveness of interventions, and the need for additional or revised treatment.
- Documents daily interventions provided for clients; provides information regarding sessions and contacts using the appropriate reporting forms.
- Participates in weekly clinical supervision and follows training guidelines and instructions as provided by the clinical supervisor.
- Attends, participates and may lead team meetings where current cases are reviewed; reviews cases of unlicensed clinical staff and provides instruction.
- Provides consultation with social and community agencies as appropriate
- Adheres to applicable confidentiality laws and regulations.

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- Attends utilization reviews periodically to monitor medical necessity on severe cases.
- Guides clients in the development of skills or coping strategies.
- Assess clients for risk of suicide.
- Ensure the completion of client-related paperwork, progress notes, and statistical reporting in accordance with company procedures.
- Sensitivity to the effects of trauma on survivors.
- Demonstrates Cultural Competency and sensitivity to vulnerable populations.

OTHER RESPONSABILITIES:

- Performed other duties as assigned.

SUPERVISORY RESPONSABILITIES:

- Not Applicable

INTERNAL/EXTERNAL RELATIONSHIPS:

- Ability to build a broad working relationship with staff and clients.

PHYSICAL ACTIVITY AND ENVIROMENT REQUIREMENTS:

- The working environment for this position is an office that is mostly clean and comfortable. It may include some minor annoyances such as noise, odors, drafts, etc. The incumbent is in a non-confined office-type setting in which he or she is free to move about at will.
- In the course of performing this job, the incumbent typically spends time standing, Lift up to 25 pounds walking, sitting, listening/speaking, reading and writing.
- Seeing, speaking and hearing to conduct clinical interviews and assessments. Incumbents may be exposed to abusive and potentially dangerous behavior from unstable individuals.

EQUIPMENT OPERATIONS:

The incumbent in this position operates the following equipment:

- Telephone
- Document copiers
- Personal computer
- Facsimile
- Other standard office equipment
- Personal vehicle

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EDUCATION,KNOWLEDGE,SKILLS, ABILITIES, AND EXPERIENCE

REQUIRED (R) /PREFERRED (P):

- A Master's Degree from an accredited school in one of the following: marriage, family, and child counseling; marital and family therapy; psychology; clinical psychology; counseling psychology; or, counseling with an emphasis in marriage, family, and child counseling or marriage and family therapy. Registered with the State of California Board of Behavioral Sciences as an Associate Clinical Social Worker, Associate Marriage Family Therapist, Professional Clinical Counselor Intern. **(R)**
- Principles and practices of modern clinical psychology. Individual, group and family therapy techniques. **(R)**
- Basic understanding of mental health disorders as defined in DSM IV/DSM V codes. **(R)**
- Crisis intervention principles. **(R)**
- Patients' rights and mental health regulations. **(R)**
- Research methods and report writing techniques**(R)**
- Laws, rules and regulations related to assigned activities. **(R)**
- Utilize Interpersonal skills using tact, patience and courtesy. **(R)**
- Provide individual, group and family therapy sessions. **(R)**
- Diagnose and treat mental disorders and establish treatment plans. **(R)**
- Oral and written communication skills. Correct English usage, grammar, spelling, punctuation and vocabulary. **(R)**
- Establish and maintain cooperative and effective working relationships with others. **(R)**
- Compile and verify data and prepare reports. **(R)**
- Prioritize and schedule work. **(R)**
- Maintain current knowledge of program rules, regulations, policies and procedures. **(R)**
- Analyze situations accurately and adopt an effective course of action. **(R)**
- Plan and organize. **(R)**
- Have understanding of and experience with organizing or working in communities of color in California, or another state with similar demographics **(R)**
- Have understanding of issues surrounding social justice and violence prevention work**(R)**
- Bilingual-Spanish/English speaker preferred. **(P)**
- English required / Spanish preferred.
- Strong ability to multi-task and make critical decisions without a supervisor present. (R)
- Positive attitude and strong empathy skills are necessary. **(R)**
- The ability to develop client relations and show excellent hospitality to them.**(R)**
- Computer literate; proficient in the use and operation of computers and basic MS applications (Word, Excel, Access, Outlook) **(R)**
- Ability to operate a vehicle in a variety of weather and traffic conditions. (R)
- Knowledge, experience and sensitivity in relating to issues affecting victims of domestic violence, their families and the community; commitment to victims of domestic violence issues **(P)**
- Effective personal computer skills including word processing, spreadsheet and internet. **(R)**
- Very effective oral and written communication skills to represent the agency/program to other agencies, government organizations and in other professional situations. **(R)**
- Ability to work independently with a minimum of supervision and make mature and independent decisions. **(R)**
- Professional appearance and ability to maintain confidentiality in all matters related to the Agency and positive communications with staff, volunteers and the community.**(R)**
- Ability to support the mission and philosophy of WomanHaven which includes acceptance of multicultural diversity.**(R)**
- Aware of California State Mandatory Reporting requirements.**(R)**

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CERTIFICATIONS REQUIREMENTS:

Per California Evidence Code 1037.2 of the Cal-OES 40 hour training, the following applies:

- 40 hours Domestic Violence Counselor training per California Evidence Code 1037.2 to be completed within 90 days (3 months) of employment.
- 8 hours (of the 40 hours) must be completed prior to direct client contact.
- 16 hours of annual continued education (CE) of which 8 hours must include Rape/Sexual Abuse/Multicultural, Cross Cultural and Multiethnic Diversity topics and 8 hours devoted to Domestic Violence topics.
- Must possess a valid California driver's license/minimum vehicle insurance required by law and maintained throughout the duration of employment.
- Annual HIPPA Training, Compliance, and Cultural Competence.
- Must be registered and maintain active registration with the California Board of Behavioral Sciences as a Marriage and Family Therapist (MFT) intern or a Licensed Professional Clinical Counselor (LPCC) intern and able to perform the supervised clinical experience hours required for licensure as an MFT or LPCC. Maintain Professional Liability Insurance for Medical Specialty for the duration of employment.

Failure to maintain license or clinical requirement will result in demotion or termination.

HIRING REQUIREMENTS:

- Must be able to obtain background and drug test clearance.
- Must possess a valid California driver's license/minimum vehicle insurance required by law and maintained throughout the duration of employment. Please note: Upon job offering a current California driver's license and a driving record acceptable to the Agency's insurance carrier is required.
- Own reliable transportation is required.