

<p>EKing Counseling, LLC. DBA Mental and Emotional Wellness Centers of Ohio</p> <p style="text-align: center;">Mission</p> <p>Delivering client centered mental and emotional healthcare to our clients to improve the quality of their lives while providing mental health clinicians the opportunity to establish their own private practice.</p>	<p>Job Description: Licensed Counselor (LPC, LPCC, LPCC-S, LSW, LISW-S, LMFT, LIMFT, LIMFT-S)</p> <p>Reports to: President/Site Director</p> <p>Revised: August 2022</p> <p>Employment Status: Independent Contractor</p>
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Position Summary: Under the supervision of the President and/or Vice President of Operations, the Counselor, as a part of the primary care team, is responsible for providing standardized counseling/talk therapy, for Mental and Emotional Wellness Centers of Ohio’s (MEWCO) clients with mild to moderate mental health conditions and/or substance abuse who are referred to MEWCO. The Counselor will work to address other social needs of clients and will utilize area referral sources for needed specialty care, hospitalization, or advance psychiatric assessments and treatments.

Supervision Exercised: None

Position Responsibilities:

1. Receives referrals from the public.
2. Assess the mental and behavioral health status of referred clients.
3. Provide counseling/talk therapy to scheduled clients utilizing professional counseling standards.
4. Formulates differential diagnosis of mild to moderate mental health conditions and/or substance abuse.
5. Formulates short-term and long-term counseling plans for clients under care.
6. Consults with medical director and other providers regarding complex clients and regarding prescription medications prescribed by providers.
7. Identify clients with urgent mental health conditions (e.g. suicidal, homicidal, psychotic, etc.) and make appropriate referrals to available emergency or psychiatric treatment facilities.
8. Provide written document of counseling sessions, assessments, interventions, and recommendations for MEWCO’s providers and to meet requirements for medical records documentation.
10. Assist President/Site Director in developing protocols for MEWCO’s counseling services and criteria for outside referrals for advanced/emergency psychiatric care.
11. Participate in monthly growth meetings

12. Participate in a team management approach to client care/treatment.
13. Maintain an understanding of how behavioral health priorities are administered under State of Ohio Counselor and Social Worker Board guidelines, consult with specialists and colleagues to review and participate in the care of clients receiving indirect/contract medical services.
14. Maintain quality care through participation in peer review, policy development and quality improvement programs.
15. Maintain appropriate documentation of clinical and counseling services, including all necessary billing information. Ensure accurate and consistent use of encounter forms for all client contracts with behavioral health providers to ensure accurate billing of third-party resources.
16. Maintain and update professional knowledge and proficiency through continuing education, staff meetings, workshops and serving on special committees.
17. Maintain and update professional liability insurance
18. Maintain and update commercial liability insurance when applicable
19. Performs other duties as assigned.

The Licensed Professional Counselor works under the direct supervision of the President/Site Director or Supervisor, who provides general instructions. Work is assigned in terms of functional/organizational objectives. The President/Site Director or Designee will provide guidance in unusual situations which do not have clear precedents and on an as-needed basis. The employee works independently, resolves problems on the basis of past precedent; exercises judgment in interpreting guidelines and applicability; and ensures deadlines are met. The employee plans and carries out various stages of a project by selecting and pursuing approved methods and techniques as appropriate. Assignments are reviewed for quality and compliance with established policies and procedures.

LEGAL CONCEPTS

1. Maintain confidentiality
2. Follow federal, state and local legal guidelines
3. Follow license criteria when licensure applies
4. Maintain HIPAA compliance

Position Qualifications:

1. Skill in providing professional counseling/talk therapy according to established standards of care; excellent customer service and support skills.

2. Organizing and prioritizing workload and meeting deadlines; and excellent written and verbal communication.
3. Ability to successfully counsel clients for improved mental and behavioral health.
4. Work with physicians, mid-levels and other members of medical care teams to evaluate client conditions and develop comprehensive care plans.
5. Successfully refer clients to mental health specialists and other community resources as appropriate.
6. Interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, ethnic and professional backgrounds.
7. Work effectively with President/Site Director, co-workers, members of the public and professional groups; to manage and coordinate activities and projects.
8. Communicate effectively, clearly, concisely with others (internal and external customers, both verbally and in writing); to consistently demonstrate positive/proactive customer service attitude; to consistently maintain ethical behaviors exemplary of quality public service or fair standards, inclusively, among all employees and members of the public.
9. Work as an effective team member; function independently, exercise sound judgment and initiative.
10. Be flexible to shift priorities and to maintain confidentiality.
11. Establish and maintain effective interpersonal work relationships, to effectively assist medical providers; to work toward goals and objectives of the established MEWCO Strategic Health Plan.
12. Follow MEWCO's Clinical practice guidelines and all applicable policies, including adhering to the mission, vision, and Guiding Principles; to receive constructive feedback including evaluation of one's productivity and practice attributes.
13. Be available to accept new assignments as needed.

Minimum Qualifications:

1. Ability to perform each position responsibility satisfactorily with or without reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position.
2. Ability to understand that safety is a condition of employment. Unsafe acts or conditions will be reported to the supervisor or a member of the management team.
3. Must be computer literate with ability to enter information in the NCHC EHS system and compile reports or data as requested.

4. Must be able to read, write and speak English.

Education and/or Experience:

- Completion of an accredited program with licensure as a Licensed Professional Counselor, Licensed Social Worker or Licensed Marriage and Family Therapist in the state of Ohio.

License and / or Certification:

- A Licensed Professional Counselor (LPC, LPCC, LPCC-S), Licensed Social Worker (LSW, LISW, LISW-S) or Licensed Marriage and Family Therapist (LMFT, LIMFT, LIMFT-S) at least 6 Months of full-time or part-time experience in an outpatient mental health counseling preferred.
- Valid Ohio Driver's License
- Must possess current Ohio licensure as a Licensed Professional Counselor
- Must be able to meet and maintain current MEWCO credentialing and privileging requirements.

By: _____ Date: _____

**Eric L. King, MA, MEd, LPCC
President**

By: _____ Date: _____

(CLINICIAN LAST NAME)