



Job Title:	Clinical Mental Health Counselor	Job Requisition#:	2k17-04-20
Department:	DWI and Prevention Program	Status:	Classified
Revised Date:	4/11/2012	Job Code:	6260
Union Code:	Non-represented	Handles Confidential Info:	Yes
First Day to Apply:	04-19-2017	FLSA:	Exempt
Last Day to Apply:	Open Until Filled	Entry Wage:	\$47,476-\$51,082 Annually
		Work Schedule:	40 hours per week

GENERAL PURPOSE: Under general direction, conducts assessments and provides counseling services to court ordered DWI and domestic violence clients; assigns clients to appropriate groups, and refers to further services, if necessary; provides treatment, counseling, and facilitates groups for said clients; reports progress to Court Compliance Officers; performs risk assessments for clients.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Master's Degree in Counseling, Social Work, Psychology, or related field and two years of counseling experience working in substance abuse, domestic violence intervention, and/or behavioral health that includes experience with mandated assessment instruments, crisis intervention, clinical methods and procedures and techniques; and experience treating unstable, resistant adults from various ethnic cultures for co-occurring disorders.

Required Licenses or Certifications:

- Valid New Mexico Driver's License
- **One of the following:**
 - ❖ Licensed Professional Clinical Counselor (LPCC),
 - ❖ Licensed Professional Counselor (LPC),
 - ❖ Licensed Mental Health Counselor (LMHC),
 - ❖ Licensed Master Social Worker (LMSW),
 - ❖ Licensed Independent Social Worker (LISW);

Ability to obtain other licenses and certifications that may be required within a specified time period after hire.

SUPERVISION RECEIVED AND EXERCISED:

Position reports to the Executive Administrator of DWI and Prevention Programs and does not exercise supervision over lower level staff.

ESSENTIAL JOB FUNCTIONS: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Conducts intake, assessments, and evaluations of new court ordered clients including processing intake packets, determining treatment assignments, and providing referrals as necessary.
- Collaborates, consults, and communicates regularly with Court Compliance Officers and Substance Abuse Counselor, Probation Officers, referral agencies, Executive Administrator, and others to discuss issues/concerns, exchange information, to develop and monitor individual program plans, and ensure appropriate treatment; refers clients to additional support services.

JOB DESCRIPTION

Clinical Mental Health Counselor

- Conducts group therapy including incident reports, non-compliance reports, and other required weekly reports; formulates treatment plans using a variety of intervention modalities; participates in and performs crisis intervention activities with clients as needed or when client scores Level 2 or above on ADE Needs Survey; tracks client progress and treatment compliance to evaluate success of therapy and/or recommend amended treatment strategies as necessary; prepares case histories; and evaluates outcomes.
- Prepares billing sheets and progress notes for each client; maintains written records and statistics.
- Participates in regular staffing meetings; submits required reports; maintains and updates files and records; updates forms and procedures as required; consults with contractors; assists with training of new staff and contractors; conducts a variety of research related to work assigned.
- Provides DWI general public relations and promotion services to individuals and various civic and non-profit organizations.

Required Knowledge of:

- Operational characteristics, services, and activities of prevention programs, including business/industry principles and practices related to work assigned.
- Principles and practices of social work, counseling, and various treatment modalities.
- Interviewing and counseling techniques.
- Individual and group behavior.
- Physical and mental illnesses and their impact on personality and behavior.
- Compiling, organizing, and documenting client assessments, intervention techniques, treatments, case planning and follow-up.
- County and community resources; norms and values of varying cultural and socioeconomic backgrounds.
- Federal, State, and local regulations related to mental and behavioral health and substance abuse.
- Medical terminology relating to mental and behavioral health treatment and substance abuse.
- Addiction and the needs, attitudes, and behavior patterns of drug and alcohol involved individuals, groups and families.
- Specific intervention and treatment techniques for the resistive client.
- Drugs of choice and their effects.
- Effective communication principles and practices including oral and written communication; to include public relations and public speaking.
- Modern office procedures, methods, and equipment including computers and computer applications such as word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.

Required Skill in:

- Administering a prevention program in a public-sector setting.
- Analyzing problems presented and developing and carrying out effective courses of actions.
- Communicating with and understanding the problems faced by families from all cultural backgrounds and economic levels.
- Preparing accurate and complete case records and reports.
- Reading, interpreting, and applying policies, regulations, and procedures.
- Interviewing and collecting information effectively from resistive clients in a secure setting.
- Gathering, recording, and evaluating assessment data and formulating intervention plans and effectively evaluating and treating clients.
- Developing and coordinating community resources to meet special needs.
- Providing quality assurance clinical reviews of contracted service providers, and utilizing review and quality assurance in behavioral health settings.
- Establishing good working relationships with clients and obtaining information by direct or collateral interviews; and establishing and maintaining the confidence and cooperation of clients and co-workers.
- Working with equipment, tools, and materials required in area of assignment.
- Applying project management techniques and principles.

JOB DESCRIPTION

Clinical Mental Health Counselor

- Communicating effectively verbally and in writing, including public relations and public speaking.
- Establishing and maintaining effective working relationships with employees, other agencies, and the public, including meeting and dealing tactfully with the public.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Developing, interpreting and administering policies and procedures sufficient to administer, discuss, resolve, and explain them.

Physical Demands / Work Environment:

- Work is performed in a standard office environment.
- Occasionally may be exposed to potential physical harm and infectious disease when working with substance abuse clients in a counseling and outreach environment.



HRD.26- 2015

Sandoval County
CERTIFICATION OF VETERAN'S STATUS
TO RECOGNIZE VETERAN STATUS THIS FORM MUST ACCOMPANY YOUR JOB APPLICATION

The purpose of this form is to allow job applicants the opportunity to identify themselves as veterans and certify their status as a veteran who has an honorable discharge from the military, or to verify that they are a member of the National Guard or Reserve who has successfully completed basic training.

A veteran who has certified/verified their status, AND is determined by Sandoval County Human Resources to meet or exceed the Minimum Qualifications as identified in the position for which the applicant has applied, shall be identified as a qualified veteran on the hiring list. If there are more than four qualified veteran applicants for a position, a minimum of four veterans shall be interviewed.

NAME (Please print): _____	JOB REQ # _____
ADDRESS: _____	PHONE: _____
EMAIL: _____	PHONE: _____
I AM APPLYING FOR (Position Title): _____	

PLEASE COMPLETE THE FOLLOWING:

1. Have you ever served in the United States Military, National Guard or Reserve? YES NO
2. Did you receive an honorable discharge? YES NO
3. Are you a member of the National Guard or Reserve who has successfully Completed basic training? YES NO
4. Attach a copy of your DD214 or DD215 Form and/or proof of your Active, Guard or Reserve enlistment to certify your veteran status.

Please ensure your job application clearly indicates your military experience including job duties and/or responsibilities as well as any education/training experience.

Sandoval County does not guarantee that a veteran will be hired for a position for which he/she applies. Veterans will be given an interview pursuant to the conditions stated above for positions for which they meet or exceed the Minimum Qualifications of the position as identified in the Job Posting. Please call Human Resources at (505) 867-7505 if you have any questions.

Signature _____

Date _____