

Job Announcement

Title: Licensed Mental Health Counselor
 Department: Mental Health
 Status: Full-Time
 Location: Hilo



POSITION SUMMARY	
Provide direct behavioral health outpatient services including intake, crisis intervention, individual and group counseling to co-occurring population or individuals with mental health issues. Ensures HIPAA and 42CFR standards are met. Responsible for referrals however not limited to BISAC making internal referrals.	
POSITION QUALIFICATIONS	
Minimum Education	High School Diploma/GED, Master’s Degree in Psychology, Clinical Social Work, Mental Health Counseling or closely related field. Hawaii State Certified Substance Abuse Counselor (CSAC) helpful. Licensed to practice in the State of Hawaii-preferred.
Preferred Education/Experience	Minimum five (5) years’ experience in the field of Mental Health Services
Required Certification/Registration	Basic Life Support: Adult CPR and First Aid; TB Annually; CPI Annually; Valid Hawaii State Driver’s License
Specific Competencies	Refer to attached Performance Standards/Indicators. Participates and maintains competencies/skills required for the position
Equipment Used	Agency assigned computer with a variety of software applications, fax machine, Xerox machine, multi-line telephone.
Working Environment	Modern well-lighted, air-conditioned work areas. Exposure to infectious disease is a minimal risk. Noise level in the environment is usually moderate. Verbal/physical assault is a minimal risk.
Physical Requirements	<ol style="list-style-type: none"> 1. See attached “Expected Physical Activities” 2. Frequent reading of printed materials is essential; 3. Listening skills necessary to effectively respond to supervisor, staff, referral sources and managed care companies. 4. Writing skills necessary to accurately document in the client’s record and maintain filing system.

Licensed Mental Health Counselor

RESPONSIBILITIES

1. Responsible to carry a full caseload.
2. Facilitates screenings, assessments, intakes and orientation, including referral interim process. Responsible to keep accurate documentation required to perform these core functions in a timely manner.
3. Document all pertinent client data activity including treatment plan number, length of activity and billing.
4. Responsible for the development, preparation and implementation of client's treatment plan to ensure the formulation of realistic and attainable short and long term goals.
5. Maintain client records in accordance with organizations policy and procedures and state standards.
6. Ensure client insurance and billing data forms are completed and reported on a timely basis when applicable.
7. Facilitate process group, skill and education group
8. Conduct family counseling to improve the understanding of family dynamics. Educates family members and assists in improving communication.
9. Facilitate in the development of a multiple service plan and assist clients and their families in identifying available services and formal and informal resources.
10. Provides case management services to a regularly assigned caseload of clients, ensuring clients linkage to appropriate programs and community resources
11. Responsible for completion of discharge summaries within five (5) days of discharge
12. Responsible for the development of monthly, quarterly and annual statistical reports
13. Observe federal regulations (42CFR) and HIPAA (Health Insurance Portability Accountability Act, 1996) governing the confidentiality of alcohol and drug abuse client's privacy and records
14. Prepares and submits all required reports on a timely basis
15. Submit referral and progress update letters as required
16. Attend selected workshops, seminars and meeting as directed
17. Attend weekly clinical staff meetings
18. Outside speaking for public relations events as directed

19. All other duties as assigned.
REQUIREMENTS
20. Ability to instruct a wide range of individuals and groups in both formal and informal environments
21. Demonstrate an understanding of the nature of mental health and addiction
22. Demonstrate strong written and oral communication skills
23. Demonstrate accurate computer skills
24. Demonstrate a basic understanding of call center operations, organizational information, administrative skills, and a working knowledge of the functions and operations of human services agencies.
25. Demonstrate a working knowledge of CARF requirements
26. Project a professional manner in communications with the public, personal conduct, appropriate dress attire, and language always. Maintain a professional relationship with clients, ensuring boundaries and ethics are always adhered to.

Submit resume and job application to: hr@bisac.com