

Big Island Substance Abuse Council

Position Description

Title: Mental Health Counselor II
 Reports to: Director of Mental Health
 Department: Hawaii Island Health & Wellness Center
 Status: Exempt

Last Reviewed: 9/11/2024

POSITION SUMMARY	
<p>The Mental Health Counselor II is a qualified staff member who is responsible for assisting and conducting in the collection of assessments, intakes and orientation of clients for proper admission into our program. This staff member is also responsible for maintaining a caseload.</p>	
POSITION QUALIFICATIONS	
Minimum Education	High School Diploma/GED, Master's Degree in Psychology, Social Work, Mental Health Counseling or closely related field. Hawaii State Certified Substance Abuse Counselor (CSAC) helpful.
Preferred Education/Experience	Minimum five (5) years' experience in the field of Mental Health Services
Required Certification/Registration	Basic Life Support: CPR Annually, First Aid (every 3 years), TB Annually; Valid State of Hawaii Driver's License; Fingerprinting (if working with children/adolescents)
Specific Competencies	Refer to attached Performance Standards/Indicators. Participates and maintains competencies/skills required for the positions
Equipment Used	Agency van, assigned computer, multi-line telephone, fax machine, Xerox machine, cellular phone, DVD/VCR machine
Working Environment	Modern, well-lighted, air-conditioned work areas. Exposure to infectious disease is a risk. Noise level in the environment is usually moderate.
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, clients and referral sources. 4. Writing skills necessary to accurately document n the client's record and maintain filing system.

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 clients 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. Ensure insurance authorization for Quest, private insurance and/or alternative funding for clients served
8. Facilitate process group, skill and education groups
9. Conduct family counseling to improve the understanding of family dynamics. Educates family members and assists in improving communication
10. Facilitate in the development of a multiple service plan and assist clients and their families in identifying available services and formal and informal resources
11. Provides case management services to a regularly assigned caseload of clients, ensuring clients linkage to appropriate programs and community resources
12. Responsible for completion of discharge summaries within five (5) days of discharge
13. Responsible for the development of monthly, quarterly and annual statistical reports
14. 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
15. Prepares and submits all required reports on a timely basis
16. Submit referral and progress update letters as required
17. Attend selected workshops, seminars and meeting as directed
18. Attend weekly clinical staff meetings
19. Outside speaking for public relations events as directed
20. Assist with all other duties as assigned

REQUIREMENTS

21. Ability to instruct a wide range of individuals and groups in both formal and informal environments

22. Demonstrate an understanding of the nature of mental health and addiction

23. Demonstrate strong written and oral communication skills

24. Demonstrate accurate computer skills

25. Demonstrate basic understanding of organizational and administrative skills, and a working knowledge of the functions and operations of a human services agency

26. Demonstrate a working knowledge of CARF requirements

27. Project a professional manner in conduct, dress and language at all times. Maintain a professional relationship with clients, ensuring boundaries and ethics are adhered to at all times.