



LICENSED CLINICAL COUNSELOR JOB DESCRIPTION

Job Title: Licensed Clinical Counselor
Reports to: Clinical Services Director
Classification: non-exempt or contract
Supervisory Status: Supervisory

Department: Health
Employment Status: Part or Full-Time
Salary Range: Depends on Experience
Revision Date: January 2023

Summary:

The Counselor is a Licensed Clinical Social Worker, (LCSW), who will deliver standardized therapy through counseling, and life betterment services to tribal citizens and families with mild to moderate mental health conditions and/or substance abuse due to the E-COVID pandemic. The Counselor will collaborate with the Care Team (Health Services Nurse Practitioner, Social Worker, Counselor and Program Director), to address other social/health needs of clients, utilizing area referral sources for needed specialty care, hospitalization, or advance psychiatric assessments and treatments for clients with mental and substance abuse disorders.

Essential Duties and Responsibilities:

- Provides counseling and therapy to scheduled clients utilizing professional counseling standards
- Identifies clients with urgent mental health conditions (e.g. suicidal, homicidal, psychotic, etc.) and make appropriate referrals to available emergency or psychiatric treatment facilities in which clients may be in jeopardy of severe risk to self or others
- Formulates differential diagnosis of mild to moderate mental health conditions, including substance abuse or misuse disorders
- Formulates short-term and long-term counseling plans, complete assessments and case notes as required for clients under care
- Consults with Tunica-Biloxi staff (including, health, housing, social services, education, police, tribal court, etc.) and other providers regarding complex client treatment plan, including managed care
- Provides written document of counseling sessions, assessments, interventions, and recommendations for internal and external providers and to meet requirements for medical records documentation
- Provides group and family therapy session as medically indicated
- Assists Clinic staff, program staff and Social Worker in developing protocols for counseling services and criteria for outside referrals for advanced/emergency psychiatric care and wrap around services
- Responsible for supervision of work plans of social workers including case managers and other staff, as assigned

- Participates in a regularly scheduled on call system to provide 24/7 service to the client
- Develops effective treatment plans that apply therapeutic principles appropriately while ensuring safety at all times for the client
- Completes all other duties as assigned

Competencies:

- Skill in providing professional counseling/talk therapy according to established standards of care; excellent customer service and support skills.
- Organizing and prioritizing workload and meeting deadlines; and excellent written and verbal communication.
- Ability to successfully counsel clients for improved mental and behavioral health.
- Successfully refer clients to mental health specialists and other community resources as appropriate.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

- A Master's degree or higher from an accredited school in clinical counseling, i.e. LCSW, LPC, etc.
- Verifiable experience as a licensed clinical counselor required

Certificates and Licenses:

- Must possess Licensure as a certified clinical counselor by an accredited board in the State of Louisiana, i.e. an LCSW from the Louisiana State Board of Social Work Examiners.
- Any disciplinary findings, actions or judgements made against an applicant must be completed in good standing with the appropriate advisory board; written explanation and justification of any findings must be provided upon request, before hire can be made
- HIPAA certification required
- Must possess a valid State Driver's License and be insurable to drive company vehicles
- Must successfully pass a criminal background check

Supervisory Responsibilities:

This job has supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is in an office setting with a noise level that is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires walking, sitting, standing; reaching, and bending. Must be able to lift up to 5-10 lbs.

This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.

**PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS.
Proof of tribal citizenship is required to be deemed preference eligible.**