

Job Title: Licensed Mental Health Counselor

Organization: Communities In Schools of the Permian Basin

Location: Midland, TX; Odessa, TX

Closing Date: Open until filled

Job Description:

Position Summary: The Mental Health Counselor is responsible for managing the day to day implementation and operation of the CIS Mental Health Support program for a caseload of up to 45 students at a time. Provide school-based individual and group counseling services for the expected number of students and their families. Work closely with school staff, CIS Program Manager (if available), community organizations, parents/families and students to assure coordination of the community's services for the benefits of the students and families. Achieve contractual requirements and implement local policies and procedures.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Set and maintain all recommendations to the program and actively seek out parental consent for student participation on the Mental Health Support program.
- Obtain and maintain all consent documentation.
- Develop and implement treatment plans and provide on-site individual and group counseling sessions as needed.
- Administer and input pre/post assessment data per student into the CIS database.
- Manage overall scheduling and coordination of student session appointments (individual and group), interns, and provider partner personnel.
- Provide timely and accurate clinical notes for student files and, when appropriate, data for entry into the case management data systems.
- Intervene in crises experienced by students and their families.
- Establish trust and respect of school administrator, other senior school leadership, faculty and staff, promote cooperation between faculty, school administration and the CIS team, and ensure adequate level of school administrator support for a successful CIS program.
- Participate in all CEUs required by professional licensing board(s) per renewal period including one (1) HIPAA training per calendar year.
- Subscribe to and abide by all federal and state ethical standards including, but not limited to, HIPAA, FERPA, HB 300/TMPA, and respective licensure Codes of Conduct and Ethics requirements.
- Provide and/or coordinate CIS trainings for the district(s).

Competencies: To perform the job successfully, an individual should demonstrate the following:

- **Achievement Focus** – Recognizes and acts on opportunities. Sets and achieves challenging goals. Takes calculated risks to accomplish goals. Demonstrates persistence and overcomes obstacles. Measures self against standard of excellence.
- **Adaptability** – Adapts to changes in the work environment. Manages competing demands. Accepts criticism and feedback. Changes approach or method to best fit the situation.
- **Business Ethics** – Treats people with respect. Keeps commitments. Inspires the trust of others. Works with integrity and ethically. Upholds organizational values.
- **Communications** – Expresses ideas and thoughts verbally and in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.
- **Conflict Resolution / Composure** – Encourages open communications. Confronts difficult situations calmly. Maintains objectivity. Keeps emotions under control. Uses negotiation skills to resolve conflict.
- **Initiative** – Volunteers readily. Undertakes self-development activities. Seeks increased responsibilities. Takes independent actions and calculated risks. Looks for and takes advantage of opportunities. Asks for help when needed.
- **Problem Solving** – Identifies problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Resolves problems in early stages. Works well in group problem solving situations.
- **Planning & Organizing** – Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Integrates changes smoothly. Sets goals and objectives. Works in an organized manner.
- **Teamwork** – Balances team and individual responsibilities. Exhibits objectivity and openness to others' views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts success of team above own interests.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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:

- Licensed Professional (LCSW, LPC, or LMFT) status required
- Experience practicing counseling, required
- Experience working with diverse populations, preferred

Certificates and Licenses:

- LCSW, LPC, LMFT license for State of Texas required

Language Ability:

Read, analyze and interpret business, professional, technical or governmental documents. Write reports, business correspondence and procedure manuals. Effectively present information and respond to questions from managers, customers and the public.

Mathematical Ability:

Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Compute rate, ratio and percent, and draw and interpret bar graphs.

Reasoning Ability:

Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Deal with problems involving several concrete variables in standardized situations.

Computer Skills:

Microsoft Office Suite: Word, Excel, Access, and PowerPoint.

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 noise level in the work environment 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.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include Close vision.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

How To Apply

Please send resume to info@cispb.org