A. DISTINGUISHING FEATURES OF WORK:

The Mental Health/Substance Abuse Therapist is a clinical position which is responsible for delivering direct services, providing consultation and educational services, and participating in program development under the supervision of the Behavioral Health Clinical Coordinator. Therapists working with substance abuse clients may also provide consultation for the legal system.

Prairie Counseling Center utilizes professional staff to provide treatment services. Therapists are licensed at the Master's level (LCSW, LSW, LPC or LCPC), have current licenses, and meet the State of Illinois' requirements for Qualified Mental Health Professional (QMHP).

B. ESSENTIAL FUNCTIONS:

1. Provide assessment services including intake, screening, treatment planning, therapy, information and referral or linkage if services are unable to be provided at Prairie Counseling Center.

2. Provide individual, family, group and marital therapy services (Mental Health). Provide individual and group therapy and education services, provide family members with supportive therapy and education regarding substance abuse (Substance Abuse).

3. Provide consultation and education to referral and potential referral sources. Maintain working relationships with referral sources (DCFS, DHS, schools, law enforcement, probation, physicians and hospital programs).

4. Participate in program planning, development and in clinical staff meetings.

5. Work evening hours as assigned to assure accessibility of services to clients and their families.

6. Provide emergency and crisis intervention services in consultation with other clinical staff and supervisor.

7. Maintain confidential case records and activity information as required.


9. Provide case management services which include community integration, linkage, support and advocacy and medication management in conjunction with the Prairie Counseling Center's staff Psychiatrist.

10. Maintain state certification and license.

11. Required to participate in emergency response, i.e., drill or real event.

C. SKILLS, KNOWLEDGE AND ABILITIES:

1. Ability to utilize a variety of therapy skills to best meet the client's needs, knowledge of DSM diagnoses, knowledge of community resources, and ability to function independently without close supervision.

2. Ability to relate constructively with people (clients and collaterals, staff, colleagues outside of the agency, referral sources and community residents).

3. Ability to make presentations within the community and to speak with a degree of "clinical authority" regarding mental health/substance abuse issues.

4. Ability to accept and utilize supervision and consultation.
D. 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.

1. Keep the noise level in the work environment at a moderate level.
2. Arrive at your assigned work area on time and work until closing time.
3. Keep absenteeism to a minimum.
4. Have a positive attitude towards clients and co-workers.
5. High quantity and quality of work performance is expected.

E. 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.

1. While performing the duties of the job, the employee is regularly required to use hands to fingers, handle or feel and reach with hands and arms.
2. The employee is frequently required to stand; walk; sit and talk or hear.
3. The employee may occasionally lift and/or move up to 50 pounds.
4. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The above list of essential job functions is representative, but not exhaustive, of the job functions of this position. Employer retains the right to alter or add to the list of job requirements, at any time, without prior notice.

MINIMUM REQUIREMENTS
EDUCATION AND EXPERIENCE

1. Master's Degree in one of the Mental Health professional fields.
2. Substance Abuse Therapists should be a Certified Addictions Counselor or be willing to pursue certification.
3. Requires a license or certification (Licensed Clinical Professional Counselor or Licensed Clinical Social Worker) or an application seeking such certification.

APPLICATION

Email a resume to the Administrator, Mark Ayers (mayers@bchd.us) or to Michelle Miller (mmiller@bchd.us). Interested candidates also can go to the Bond County Health Department website and print and mail our application.

PRAIRIE COUNSELING CENTER
ACKNOWLEDGEMENT OF JOB DESCRIPTION

I have received an updated copy of my job description. Additionally, my supervisor and I reviewed the job description in efforts for mutual understanding and agreement.

______________________________  ______________________________
Michelle Miller, RN, QMHP  PCC Mental Health Director
Substance Abuse Counselor

Board Approved 9/02; Revised 9/2/08, 1/27/16