



## **COUNSELOR ~ JOB DESCRIPTION**

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| <b>Position Title:</b>          | Counselor (Central Ohio Location)   |
| <b>Position Status:</b>         | Full-Time (Part-Time will be considered)  |
| <b>Position Qualifications:</b> | Master's degree in social work, counseling, or other related therapy, Independently licensed in the state of Ohio through CSWMFT Board. Bereavement experience preferred. |
| <b>Reports to:</b>              | Clinical Director   |

### **Job Description:**

The main duties will be to provide individual counseling and facilitate support groups for children, teens, and adults. May provide practical training and guidance to interns and/or staff, as required. An outline of job related duties is listed below; however the list is not meant to be inclusive.

- Schedule intake meetings and provide individual, group, and family counseling to clients of all ages.
- Selects approach to use in individual therapy such as directive, nondirective, and supportive therapy and plans frequency, intensity, and duration of therapy.
- Completes intakes, charts, treatment plans, discharge summaries, progress notes, assessments, and other chart related documents and correspondence for assigned clients within a timely manner and according to organizational policy. Seeks clinical consultation with clinical team members as necessary.
- Provide referrals for individuals who need more specialized care, to include working with other community resources and referral sources to coordinate services to clients.
- Provides crisis intervention services when requested and necessary.
- Adheres to working evenings/weekends in a clinical capacity as needed for the organization.
- Provide trauma-informed assessments and intervention services with individuals who are experiencing significant emotional and behavioral difficulties related to traumatic life events.
- Provide clinical support to students, interns, and/or staff, as required.
- Camp participation of all clinicians is required unless otherwise specified.
- Adheres to confidentiality law and procedures at all times.
- Attend regularly scheduled staff and clinical meetings.
- Maintain appropriate state licensure and strive to increase professional growth through ongoing CEU's and trainings.
- Carry out other responsibilities as delegated.

**Orientation, 45 & 90-Day Review:** All new employees are on a 45 & 90-day probation period. After 90-days, Cornerstone of Hope will meet with the employee to discuss the work environment, goals, and expectations and discuss if the working relationship should continue.