

JOB DESCRIPTION
PART-TIME POSITION
Licensed Professional Counselor (LPC) or Candidate

Functional Description:

Provides outpatient counseling, consultation, crisis intervention and support services. Counseling modalities will be utilized for the prevention, development of resources, exploration, empowerment, change and remediation of difficulties for youth and families in a seven-county service delivery area. The seven counties are: Beckham, Greer, Harmon, Kiowa, Jackson, Tillman, and Washita counties.

Examples of Duties Performed:

- Provides counseling services to outpatient adolescents and families. The goal is to provide at least 15 hours a week of billable service time with clients or other agency related indirect services. Must be able to prioritize a heavy caseload in a multi-tasked environment.
- Bills Medicaid, Community at Risk Services, and Community Based Youth Services through the Oklahoma Health Care Authority and Office of Juvenile Affairs for all counseling clients or other agency related indirect services.
- Utilizes Chart Caddy Database for all correspondence for counseling clients.
- Utilizes Microsoft Teams for all correspondence for the GPYFS Counseling Team.
- Provides referral information to adolescents and families.
- Advocacy for the rights and needs of youth and their families.
- Assist in on-call and crisis intervention needs with current caseload and community members in crisis.
- Prepare and maintain related correspondence, data collection, client files, and job-related paperwork on all active and in-active clients, including follow-ups, discharges, and satisfaction surveys.
- Gains knowledge surrounding the Commission on Accreditation for Rehabilitation Facilities (CARF) and assists in the CARF process.
- Follows all rules and guidelines from the State Board of Behavioral Health including number of training hours. Hours must be submitted to GPYFS office manager.
- Attends monthly GPYFS staffing.
- Attends monthly treatment team meetings.
- Other administrative duties as assigned by the Executive Director.

Immediate Supervisor:

Executive Director

Accommodation Possibilities:

Must be able to communicate verbally and with written documents. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience Requirements:

- LPC Licensure or Candidate that is under supervision, or LPC Licensure is a requirement.
- Successfully work independently structuring caseload and serving clients individually but also effectively working as a team.
- Ability to communicate effectively and maintain professional confidentiality, highest ethics required by licensure board.
- Self-motivated with strong time management and planning skills with caseload.
- Valid driver's license, automobile insurance and own vehicle for travel throughout the seven-county service delivery area. Travel both local and out of the area will be required.

- Flexible work schedule based on the needs of the clients.
- Ability to learn computer systems for purposes of billing for counseling services.
- Demonstrates good judgement, maintains professionalism, and positively represents GPYFS.

Time allocation:

70% Direct Client Caseload or Other Indirect Agency Related Services

30% Paperwork, Advocacy, Supervision, Training, Staffing

Salary:

Compensation will be based on 70% of insurance billed with a minimum earning of \$1,500 a month.

Signature of Employee

Date

(Employee signature verifies they have received a copy of this job description)

Date of last Review: _____

Signature of Executive Director

Date