



Position: Outpatient Counselor

FLSA Classification: 1099 Subcontractor

Reports to: Outpatient Supervisor

Job Description

Summary/objective

The Outpatient Counselor works as a subcontractor in a person-centered and team-oriented setting to maintain a diverse and robust outpatient caseload, keeping accurate and updated clinical documentation for all assigned clients and conducts weekly individual therapy sessions to clients.

Essential functions

- Assist with the intake process and work with new clients to build motivation for change.
- Maintain a caseload as assigned and demonstrate a willingness to assist fellow counselors when the need arises or when requested by management.
- Maintain appropriate billing practices and ensure required documentation is submitted into the MHWIN system.
- Maintain accurate, updated records and progress notes in client's files. Ensure that all services provided to clients are documented appropriately.
- Conduct individual sessions with clients as frequently as needed and demonstrated by assessment information.
- Assuring that the practices are in compliance with CARF licensing and accreditation standards, as well as other funding source requirements
- Address client holistically including areas of physical and emotional health, sobriety, employment, citizenship and spiritual needs
- Participate in regular in-service and external training sessions to meet certification/licensing requirements and continued professional growth as required by management.
- Attend quarterly supervision sessions with Outpatient Supervisor.
- Other duties as assigned by the Outpatient Supervisor.



Competencies

- Demonstrate professionalism and loyalty to the staff, clients, and community.
- Follow approved guidelines and procedures of the agency to ensure that client's recipient and confidentiality rights are not violated.

Work environment

Office/agency setting

Physical demands

- Ability to walk frequently to retrieve facsimiles, copies, and printed documents.
- Ability to sit for long periods of time while working & typing on a computer.
- Ability to meet the physical, mental and visual standards of the job.

Travel required

N/A

Required education and experience

- Masters or Bachelor's Degree in Social Work, Addictions Studies or related field preferred.
- Appropriate current licensure (LLPC, LPC, LLBSW, LBSW, LLMSW, LMSW, TLLP, LLP) that meets requirements to provide therapeutic services set forth by the State of Michigan.
- Possess CADC/CAADC credentialing or have a Development Plan on file with MCBAP that is not expired and is in good standing.
- Possess or obtain a valid 1st Aid/ CPR certification
- Experience with both addiction treatment and mental health treatment.

Additional eligibility requirements

- Ability and willingness to work in a manner which will not needlessly endanger the safety of one's self, other persons and equipment.
- Ability to establish and maintain harmonious working relationships with fellow workers, clients and the general public.
- Must have and provide proof of current Individual Professional Liability Coverage \$1,000,000/\$3,000,000



Additional eligibility requirements

- Minimum of one (1) year sobriety, if recovering
- Covid-19 vaccination per agency policy requirements
- Provide official education transcript

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

How to Apply

Please submit your resume with cover letter via email to humanresources@marinersinn.org no later than **June 30, 2023**. In the email subject, please enter Mariners Inn: Outpatient Counselor position. No phone calls or faxes will be accepted