



**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.
- Attendance is required



## **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](mailto:humanresources@marinersinn.org) no later than **September 30, 2023**. In the email subject, please enter Mariners Inn: Outpatient Counselor position. No phone calls or faxes will be accepted.