

## **Job Description – Mental Wellness & Crisis Counselor**

### **Position Summary:**

The primary goal of the Mental Wellness & Crisis Counselor is to provide culturally and linguistically appropriate, direct mental health services to Exodus clients through the agency's Mental Wellness (MW) Program. Serving some of the most vulnerable cases, this role is designed to address multiple barriers client populations face in getting connected to therapy. The Counselor must have a minimum of a Master's Degree in Social Work. An LCSW is strongly preferred. The Counselor position will provide individual treatment as well as develop and implement group treatments.

### **Responsibilities:**

1. Provides individual counseling, family counseling, group therapy, and psycho-educational sessions directly to clients in the office and via home-based services, often with the use of interpretation.
2. Maintains a caseload of 20-25 clients with the expectation to meet weekly, bi-weekly, or monthly based on needs.
3. Conduct routine assessments and treatment plans to ensure relevance of services for each client and conducts case closures when appropriate.
4. Support other agency staff in urgent/emergency situations, such as reports of suicidal ideation or domestic violence, and connect clients to appropriate services as needed.
5. Advocates with community partners for a continuum of mental health services available to Exodus clients.
6. Provides case consultation services to Exodus staff and partnering agencies.
7. Documents services provided to clients in accordance with grant requirements and agency policies and procedures.
8. Keeps appropriate and detailed records, including preparing timely client reports, in compliance with all relevant agency, state, and federal regulations.
9. Coordinates with other Exodus program staff in regard to client needs that arise throughout the program period and makes referrals accordingly.
10. Assist the agency in its progression toward Medicaid billing (for eligible clients) under this position's license.
  - a. Aid in the selection process and implementation of an electronic health records system.
11. Helps oversee relevant systems and procedures in relation to Medicaid billing.
12. Attends weekly agency all-staff and team meetings.
13. Participates in regular clinical supervision as needed.
14. Completes professional trainings, as needed, to maintain clinical licensure (costs covered by agency).
15. Participates in Exodus staff training and development activities as well as the agency on-call Emergency Phone/Airport rotation.
16. Performs other duties as may be required by the supervisor.

### **Position Criteria:**

- Possess a master's degree and an independent professional license (preferably as an LCSW).
- Must have a minimum of 3-5 years' experience in the Mental Health field.
- Has experience and knowledge in trauma informed treatment modalities.
- Experience in additional therapeutic modalities, such as art or other expressive therapies, is preferred.
- Able to quickly familiarize oneself with the local social services available in the community.
- Must be able to effectively communicate with clients of diverse cultural backgrounds and languages and be comfortable with the use of interpreters in a clinical setting.
- Must possess strong record-keeping skills.
- Must be able to work occasional hours outside of normal business hours.
- Must be a self-starter with a high level of organizational skill, flexibility, and commitment to refugees.
- Must be able to function as part of a team.
- PC proficiency, competency with Word, Excel, PowerPoint, and database basics.

---

Signature of Employee

---

Date