

Job Description – Mental Health & Crisis Counselor (Part-Time)

Position Summary:

The primary goal of the Mental Health & Crisis Counselor is to provide culturally and linguistically appropriate, direct therapy services to Exodus clients through the agency's Mental Wellness (MW) Program. The Counselor must be fully licensed with an LCSW preferred. The Counselor position will provide individual treatment as well as develop and implement group treatments. This position is a part-time position, estimated at 20 hours per week.

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 10 to 20 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 conduct 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 about client needs that arise throughout the program period and makes referrals accordingly.
10. Participates in regular clinical supervision as needed.
11. Completes professional trainings, as needed, to maintain clinical licensure (costs covered by agency).
12. 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 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 skills, 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.