****

**POSITION DESCRIPTION**

**JOB TITLE:** Behavioral Health Counselor

**REPORTS TO:** Behavioral Health Director

**STATUS:** Exempt (Salaried)

**LOCATION:** Medical Clinic

SCHS is a 90-100 employee, full-service, non-profit healthcare clinic serving the needs of the South Minneapolis community. Come make a difference in the lives of people every day while helping us achieve our mission: *To improve the health of our patients and communities by delivering exceptional care, removing barriers, and promoting healthy lifestyles.*

**ROLE:** The Mental Health Counselor provides on-site therapeutic services to all ages.

**JOB DUTIES:**

* Facilitates individual, couples and family sessions in outpatient setting.
* Develops treatment plan for patients.
* Work closely with all members of the healthcare team in development of a plan of treatment.
* Develop and maintain thorough knowledge of referral resources throughout the service area.
* Consult with Behavioral Health Director when necessary and appropriate.
* Maintain accurate and timely records, including clinical progress notes, according to clinic policy.
* Provide positive customer relations in dealing with patients, families, physicians, members of the healthcare team, referral sources, service agencies and others.
* Attend and participate in twice monthly clinical consultation meetings.
* Attend and participate in staff meetings and committees.
* Assist with other duties and responsibilities as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Confidence, professional judgment, and emotional resilience and stability.
* Works well both independently and as part of a team.
* Exceptional verbal and written communication skills.
* Ability to exhibit good rapport with clients of varying behavioral issues, ethnic backgrounds and socio-economic status.
* Excellent time management and organizational skills.
* Attention to detail.
* Commitment to the SCHS [mission](http://www.phf.org/AboutUs/Pages/VisionMissionValues.aspx) and [staff values](http://www.phf.org/AboutUs/Pages/Staff_Values.aspx).

**MINIMUM QUALIFICATIONS:**

* Licensed in discipline by appropriate state board.
* Maintain licensure as required by the state.
* Possess a strong community health/public health orientation.
* Three years of experience in providing therapy to children and/or adolescents in a healthcare sitting.
* Experience in community clinics preferred.
* Ability to handle abusive behaviors from patients and/or visitors.
* Bilingual (English/Spanish) preferred.

I have read and agree to abide by the job duties indicated above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Signature Date