



JOB DESCRIPTION

Licensed Mental Health Counselor (LMHC)

Reporting to: Practice Manager

EEO Category: Professionals

Created: 5/2/2017

FLSA Classification: Exempt

PRO: Office Based Therapist

Modified: 6/5/2018

POSITION SUMMARY

This position will provide high quality, compassionate and ethical outpatient individual, family and group therapy services primarily to adults struggling with mental health disorders and behavioral health needs; may also provide services to adolescents and/or children and with families of adolescents and/or children.

ESSENTIAL RESPONSIBILITIES

Clinical Services (55%)

- Assess, evaluate, and provide behavioral health treatment
- Coordinate with clients to develop a person-centered treatment plan for services
- Provide individual, family and group therapy services
- Arrange referrals to external treatment domains or agencies, as needed
- Lead group therapy sessions, when applicable
- Case management services, as indicated
- Provide consultation and education services, as requested

Coordination and Communication (20%)

- Build and maintain caring and trusting relationships with clients and identified family members, as well as a strong working relationship with Aspire staff and supervisors
- Build and maintain a strong network of external relationships, which may include DCS, other mental health agencies, health providers, probation, schools, community agencies, etc.
- Collaborate and communicate as needed to maintain a strong referral network
- Collaborate and effectively work with an integrated care team and all parties involved in working towards the client's identified goals
- Communicate effectively and collaboratively with Aspire support departments (UM, AR, AP, HR, etc.)

Reporting and Documentation (20%)

- Responsible for timely, thorough, and accurate documentation and billing in the Electronic Health Record (EHR) according to Aspire policies and procedures
- Keep timely, thorough and accurate progress notes, document next steps, and update treatment plans accordingly
- Seek and routinely document clinical supervision on all individual cases
- Timely completion and maintenance of case and agency paperwork according to Aspire standards and as required by external agencies (C/ANSA, BPHC, payee, etc), as well as internal unit and organizational reports and documentation
- Timely completion of all required unit and/or organizational reports and/or documentation according to policies and procedures (e.g. PTO requests, expense sheets, training requests, TB documentation, car insurance, etc.)

Professional Development (5%)

- Complete and maintain compliance with required trainings and education required for the position
- Participate in appropriate team and/or administrative meetings, assigned committees, in services, and other continuing education/training
- Maintain provider status on managed care provider panels
- Maintain CEU expectations for licensure

- Successfully acquire and maintain ANSA and/or CANS certification(s), per position requirements
- Proactively create and execute a professional development plan to stay current within field

Core Values

- **People** – Passionately believes in people and embraces diversity
- **Integrity** – Does the right thing even when no one is looking
- **Laughter** – Believes that laughter is truly the best medicine
- **Learning** – Challenges old paradigms with critical thinking, curiosity and creativity
- **Accountability** – Sets an intentional culture of personal responsibility; believes everyone carries the load
- **Relationships** – Serves colleagues and consumers with love, empathy and compassion

Position-Specific Competencies

- **Flexible** - Quickly adapt to the client and the location and address emergent situations
- **Problem-solver** - Critical, creative thinker in solving problems and reaching goals with clients in a patient manner
- **Collaborative** - Work cooperatively with clients and family members (if applicable), as well as outside treatment agencies, to reach goals identified in client treatment plan
- **Detail-oriented** - Exercise organizational discipline in maintenance of accurate documentation systems and case management practices
- **Consistent** – Develop steady and trusting relationship with clients through dependable, non-judgmental approach to achieving goals
- **Effective communicator** – Use 2-way communication that demonstrates warmth, clarity, and professional consideration for the beliefs, values and judgments of those we serve as well as staff

CRITICAL FUNCTIONAL SKILLS & KNOWLEDGE

Education

- Master's degree in Social Work, Psychology, Counseling or other mental health related field from a college/university accredited by the US Department of Education required

Experience

- Minimum of (2) two year's experience in related field required
- Knowledge of social service systems, community resources, legal systems, school systems, and child welfare systems highly preferred

Licensure

- Must be recognized as a Licensed Mental Health Counselor (LMHC) by the State of Indiana

Other

- Ability to meet or exceed metric standards that have been established for this organization level or position within Aspire
- Strong ability to maintain strict confidentiality and handle highly confidential information with professionalism
- Must be able to work independently as well as collaboratively within a team setting
- Must be able to demonstrate the effective use of Aspire's Electronic Health Record (EHR)
- Must possess the ability to learn and/or operate relevant computer operating system environments, and the ability to operate a variety of office equipment (fax machine, copier, scanner, computer, telephone system, etc.)
- Knowledge and application of utilizing social service systems (Medicaid, Social Security, Corrections, etc.)
- Demonstrate respect for client confidentiality practices
- Must be detail oriented, have excellent organizational skills and be flexible
- Ability to work well under pressure in a fast-paced, time sensitive environment with shifting priorities and multiple deadlines
- Show appreciation for and ability to respond to cultural differences, and adjust communication practices accordingly in order to minimize cross-cultural misunderstandings
- Consistent work attendance and compliance with scheduled work hours (excludes approved FMLA absences)

- Must comply with all Aspire policies and procedures as well as Aspire's Corporate Compliance Program as it applies to individual job duties, the department and the company
- Exercise due diligence to prevent, detect, and report unlawful and/or unethical conduct by fellow co-workers, professional affiliates and/or agents
- Must have reliable transportation to attend trainings and/or meetings
- Display a positive work ethic

PHYSICAL DEMANDS & WORKING CONDITIONS

The nature of work may generate considerable physical (transporting, moving, assisting clients, etc), mental and visual demands. The physical and working demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office environment, travel within the community, as needed
- Heavy exposure/use of computers, cell phones, office phones, etc.
- Daily, weekly, monthly and annual deadlines
- Ability to communicate effectively by phone or in person
- Specific vision abilities require close vision, distance vision, peripheral vision, depth perception and ability to adjust focus; must also have adequate vision to read correspondence(s), computer screen(s), form(s), etc.
- Ability to sit for prolonged periods throughout the work hours and also the ability to be physically mobile (standing, walking, bending, stooping, stretching, reaching), as needed
- Manual dexterity sufficient to operate keyboard, copier, telephone, calculator, and the ability to write and/or type
- Ability to lift files, open filing cabinets, climb to reach higher files, and lifting average-weight objects up to 25 lbs; must be able to occasionally lift and/or move 50 or more pounds
- Ability to be flexible and work at least one (1) evening during the Monday - Friday period
- Must be able to respond appropriately and effectively in crisis situations by using good judgment and following Aspire protocols

Background Checks

Employment is contingent on background checks as required by Aspire's policies which may include: Drug Test, Criminal History, Driving History Record, Sex Offender Registry Search, State Central Registry Check, Employment Verification, Education Verification, and Professional References

Vaccinations

For those employees who have direct patient contact, it is recommended by the CDC that a record of immunizations be documented and retained in a health personnel file. Written documentation (vaccine record) or titres (blood testing) may be needed to determine immunization status.

Supervisory Responsibilities

This position has no supervisory responsibilities

Work Hazard Category

Category II - Tasks that may involve exposure or potential exposure to blood, body fluids or tissues. Appropriate protective equipment will be readily available to every employee engaged in Category II tasks.

Employee Statement of Understanding

I have read and understand the job description for my position. I understand this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Employees will be required to follow any other job-related instructions and to perform any other job-related

responsibilities requested by their supervisor. Duties, responsibilities and activities may change at any time with or without notice.

I am able to perform all of the essential functions of this position. I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I will strive to uphold the mission and vision of the organization. I am required to adhere to the values in all my interactions with customers and fellow employees.

As an employee, I understand my duty to report any suspected violations of the law or standards of conduct to my immediate supervisor.

Employee Signature

Date

Printed Name