 David Raines Community Health Centers

Job Success Profile

**Licensed Professional Counselor**

The Licensed Professional Counselor is responsible for coordinating Social Service planning and other services that assist the patient and their family in understanding and coping with emotional and social problems that affect their health status. The LPC will provide intake and patient advocacy services, as well as coordinate social service matters with physicians, staff, patient, families and other organizations.

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| **Department:** Behaviour Health | **Job Status:**  Full Time |
| **FLSA Status:** Exempt | **Reports To:** Behavioral Health Director |
| **Grade/Level:** Masters | **Amount of Travel Required:**  20% |
| **Work Schedule:** Monday-Friday, 7:30am-4:30pm | **Positions Supervised:**None |

Essential Skills

* Identifies and addresses psychosocial needs to students through assessment, consultation, counseling, and case management
* Collaborates with multidisciplinary team to promote a holistic approach to health care
* Collaborates with school personnel and community services to provide continuity of care
* Provides mental health education for students, families, teachers, professional peers, and the community
* Performs case management duties and maintains documentation that meets standards for health system, Office of Public Health, Board of Social Work, and other supervising entities
* Contributes to performance improvement initiatives (development, data collection, LaPERT, etc.). Identifies opportunities for improvement and change.
* Assists with development and execution of departmental goals and objectives including being flexible with scheduling and assisting with daily SBHC operations as needed.
* Assists with planning and implementation of SBHC activities, educational activities, etc.
* Supervises GSW level social workers as required by the Louisiana Board of Social Work, as needed.

Social Skills

* Being aware of others' reactions and understanding why they react as they do.
* Adjusting actions in relation to others' actions.
* Actively looking for ways to help people.
* Teaching others how to do something.
* Bringing others together and trying to reconcile differences.

Resource Management Skills

* Managing one's own time and coordinating the time of others.
* Motivating, developing, and directing patients to access community resources through referrals.

Desktop Computer Skills

* **Internet** - Using a computer application to access resources online.
* **Navigation** - Using scroll bars, a mouse, and dialog boxes to work within the computer's operating system. Being able to access and switch between applications and files of interest.
* **Databases** - Using a computer application to manage large amounts of information, including creating and editing simple databases, inputting data, retrieving specific records, and creating reports to communicate the information.
* **Presentations** - Navigating the Internet to find information, including the ability to open and configure standard browsers; use searches, hypertext references, and transfer protocols; and send and retrieve electronic mail (e-mail).
* **Spreadsheets** - Using a computer application to enter, manipulate, and format text and numerical data; insert, delete, and manipulate cells, rows, and columns; and create and save worksheets, charts, and graphs.
* **Word Processing** - Using a computer application to type text, insert pictures, format, edit, print, save, and retrieve word processing documents.
* **Medical software**
* **Word processing software**
  + Microsoft Word
  + Word processing software
* **Spreadsheet software**
  + Spreadsheet software
  + Microsoft Excel
* **Calendar and scheduling software**
  + Calendar software
* **Electronic mail software**
  + Email software
* **Internet browser software**
  + Web browser software
* **Office suite software**
  + Microsoft Office software

Physical Demands

* Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
* Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
* Must be able to lift and carry up to 50 lbs
* Position requires standing 2/3 of the time, walking 2/3 of the time, requires sitting 2/3 of the time, use of hands to finger, handle or feel 1/3 of the time, reach with hands and arms under 1/3 of the time, stoop, kneel, crouch or crawl under 1/3 of the time, talk or hear over 2/3 of the time.
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Working Conditions

Physical Requirements

* Work is performed primarily in medical offices. Work is often performed in stressful situations with competing deadlines. The noise level in the work environment is usually quiet in office settings and moderate in other situations.
* Work may require evening and weekend assignments that require physical presence outside of 8am-5pm business hours.
* May be required to travel to other health centers to partner with providers in case management.
* May be required to attend conference and training sessions within Louisiana or out-of-state locations.
* May be occasionally required to travel to outside donors, customers, vendors or suppliers.
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Education/Experience Qualifications

Physical Requirements

* Master’s Degree in Social Work, Counselling, and/or Marriage and Family Therapy
* Licensed Professional Counsellor (LPC), Licensed Clinical Social Worker (LCSW), or Graduate Social Work (GSW) actively pursuing licensure (must obtain within six years of employment per state guidelines for SBHCs).
* 2 - 5 years experience, preferably working with children and/or adolescents
* Demonstrates excellent communication skills and ability to work in challenging and variable conditions
* Experience with electronic health records required, preferably NextGen or similar EHS.
* Must be available to work after hours and weekends as required by management.

**Licensed Professional Counselor**

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Job Success Profile Acknowledgement Form

David Raines Community Health Centers has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this position description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff. I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

David Raines Community Health Centers (DRCHC) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. DRCHC complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. DRCHC expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of DRCHC employees to perform their expected job duties is absolutely not tolerated.

I have received a copy of the job description for my position. I have discussed any questions I may have had about this job description prior to signing this form.

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**Employee Signature**  **Date Signed**

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**Employee’s Printed Name**