

ATASCOSA COUNTY JUVENILE JUSTICE CENTER JOB DESCRIPTION

LICENSED MENTAL HEALTH COUNSELOR (Juvenile Detention)

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

The Licensed Mental Health Counselor is responsible for conducting and coordinating mental health services for all residents assigned to their caseload by the Senior Licensed Mental Health Counselor, including, but not limited to, ongoing individual counseling, group counseling, family counseling and crisis intervention. The Licensed Mental Health Counselor also counsels and aids residents in the completion of their assigned program activities.

Responsibilities

- Ensures that the immediate and ongoing mental health needs of residents on assigned caseload are met through on-site assessment, counseling services, contract services and community-based auxiliary services.
- Enhances the optimal emotional well-being of each resident assigned by Senior Licensed Mental Health Counselor, identify and treat residents with mental health symptoms and respond to mental health crisis.
- Serves as a liaison between the facility, Senior Licensed Mental Health Counselor and assigned probation officer concerning classification problems, progress reports, release plans, etc.
- Conduct at least one individual counseling session per week for residents on assigned caseload; sessions should focus on addressing behaviors, concerns and progress toward overall psychosocial functioning.
- Conduct group counseling sessions at least five times per week for residents on assigned caseload; sessions should focus on managing behaviors, improving social skills and preparing for release.
- Collaborate with the Director of Mental Health Services and other social service agencies to ensure quality of services for assigned residents.
- Participate in the development, implementation and approval of Individual Treatment Plans (ITP) oriented toward safe family reunification, preparation for return to the county of origin, or transition to an alternative living arrangement.
- Performs other duties as assigned.

Knowledge Required

- Professional knowledge of the practices and techniques of counseling and case management, including substance abuse counseling of juveniles.
- Professional knowledge of psychology, social work, sociology, education, juvenile and criminal justice, child development, statistics and research, and public policy as it pertains to juvenile offenders.
- Professional knowledge of authorized methods of maintaining discipline and order.
- Professional knowledge of applicable federal, state and local laws, ordinances, statutes, regulations, policies and procedures, and Texas Juvenile Justice Department standards.
- Professional knowledge of document preparation and dispersion.

Required Skill

- Professional skill in providing counseling services and case management, including substance abuse.
- Professional skill in reading and interpreting documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Professional skill in effectively dealing with confidential and sensitive information.
- Professional skill in writing routine reports and correspondence.
- Professional skill in speaking effectively before groups of youths or employees of the organization.

- Professional skill in solving practical problems and dealing with a variety of concrete variables in situations where only limited standardization exists.
- General skill in basic mathematical functions: using whole numbers, common fractions, decimals; computing rate, ratio, percent; and drawing and interpreting bar graphs.
- General skill in establishing and maintaining effective working relationships with County staff, contract service providers and the general public.
- General skill in expressing oneself clearly and concisely, both orally and in writing.

Education and/or Experience

- Must be a Master's level, fully licensed professional.
- Unrestricted LPC, LMSW or LMFT in the State of Texas.
- One to three years' experience in counseling, social services, or criminal justice, preferably with youth.
- Experience in substance abuse counseling and case management.
- Any equivalent combination of education, experience, or training may be substituted on a year for year basis.

Other Qualifications, Certificates, Licenses, Registrations

- Must successfully complete and pass the following clearances:
 - Criminal History utilizing the Fingerprint Application Services of Texas (FAST)
 - Sex Offender Registration Database Check
 - A check of the Texas Department of Family and Protective Services (DFPS) central registry of reported cases of child abuse and neglect
 - Driver's License
 - Pre-employment Drug Screen

Supervision

- The Licensed Mental Health Counselor is required to satisfactorily perform the above duties and will be evaluated for technical soundness, accuracy and completeness.
- The Licensed Mental Health Counselor is responsible for carrying out assignments as instructed.
- The Licensed Mental Health Counselor assigns work to case managers.

Guidelines

The Licensed Mental Health Counselor uses judgment in locating and selecting the most appropriate guidelines or procedures to use for a certain therapeutic application(s) and may adapt guidelines to specific cases in consultation with the Senior Licensed Mental Health Counselor. This position must have a strong work ethic. The Licensed Mental Health Counselor must follow directions, meet deadlines, have good attendance, be punctual, keep promises, and have initiative and a proper attitude.

Emotional Demands

This position must handle a stress level of dealing with some argumentative or emotional contacts within the general public and facility. The Licensed Mental Health Counselor meets with contacts in a structured setting at the Juvenile Detention Center. The contacts are generally cooperative however, this position may have to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical, or uncooperative.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Stand.
- Walk.
- Sit.
- Talk or hear.
- Occasionally lift and/or move objects weighing up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current ACJJC Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Atascosa County.

I further understand that my employment is terminable at will so that both Atascosa County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

Employee Signature

Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position: