



Consultants for Children, Inc.

Consultants for Children, Inc.
Solutions for Success Group
Licensed Professional Counselor Candidate

Date Prepared:
Reports To: Clinical Director
Hours:

Position Summary:

Essential components of this position are listed below but are subject to change at the discretion of Consultants for Children, Inc., management. This job description describes essential job functions, but does not provide an exhaustive list of duties that may be assigned.

Measure of Success:

- Becomes a Licensed Professional Counselor.
- Maintains 80% or higher in positive reviews.
- Attends all monthly supervision meetings.

Duties/Responsibilities/Tasks:

- Provide therapeutic counseling services to families and individuals within your scope
- Market the Counseling Department/Attend events
- Assess the needs of clients and developing individual programs accordingly
- Monitor client's progress and prescribe the amount, scope, and duration of the therapy, make treatment adjustments and be responsible for treatment outcomes
- At each session review data, and observe program implementation
- Provide written detailed progress notes for the case manager and the client or family every six months
- Complete a time off request form for any reason a session is missed, before or after the missed session
- Provide staff training ideas as they come up in regards to providing quality, specific training; forward these thoughts to the director as you have them
- Act as client's point of contact between client and admin staff:
 - Annual docs signed- taking blank annual forms to the client to be signed and then take them back to the office for proper filing. Administrative staff will file and will inform you of when a document is needed.
 - SendInc - utilize sendinc.com to send any pertinent information or documents to clients or team members, which contains PHI
 - Returning Notes- return meeting notes with time sheet submittals or drop them off at the office

- Review of Assessments- depending on the funding source, clients need to do a full assessment every 3-6 months or an update to goals etc; we have updated goals and notes on where the client is every quarter
- Treatment Plans- email Kirsten Shilling, our Payroll and Billing Specialist (through Sendinc) treatment plans in Word, not PDF; she will change all info to the correct version then email them back in WORD and PDF
- Adhere to privacy standards and requirements:
 - SendInc –use sendinc.com to transmit any Personal Health Information (PHI) through email; this includes any identifying information such as name, gender, date of birth, address, social security number, etc.
 - PDF Documents – change any workable documents (excel, word, etc.) that contain PHI into a PDF prior to emailing or saving onto a computer; there can be no workable documents saves on any electronic device

More information on PHI can be found in the CFCI privacy manual

Knowledge/Skills/Abilities:

- Patience
- Ability to interact well with children
- Excellent writing and communication skills
- Strong organizational skills
- Leadership qualities
- Ability to work well independently
- Knowledge of mental health disorders and child development
- Physical ability, lifting, running

Education Experience:

For LPCC:

- Minimum Bachelor’s degree in one of the following:
 - Psychology
 - Education
 - Special Education
 - Counseling
 - Speech
 - Or related field
- Register with DORA as a Registered Psychotherapist

Employee: _____

Signed: _____ Date: _____

Supervisor: Germaine Seufert

Signed: _____ Date: _____