



<b>Job title</b>	<i>Mental Health Counselor</i>
<b>Reports to</b>	<i>Director of Mental Health</i>

**Job purpose**

The IES Mental Health Counselor will provide counseling services to clients in the Homeless Services Program. IES recognizes that addressing the mental and emotional wellness is essential in helping those experiencing homelessness to become and maintain stable housing. Counselor will provide wrap-around services to clients to support housing efforts and permanent housing goals.

**Duties and responsibilities**

- Conduct mental health assessments and develop individualized treatment plans for homeless individuals including Biopsychosocial and/or Psychosocial, Integrated Summary, Integrated Master Treatment Plan with updates and Discharge Summary.
- Provide individual therapy; providing appropriate resources, tools and counseling to assist participants in achieving their treatment plan goals.
- Effectively prepares patient for maintaining sobriety post discharge; Demonstrates sufficient comprehension of the 12 Steps, SMART Recovery and Substance Use Disorders.
- Make referrals for other health services as needed; following up to ensure that the referrals were completed, and tracking and documenting participant progress.
- Establish regular contact with clients while maintaining healthy boundaries.
- Provide required monthly reporting for required grant monitoring.
- Work with Outreach workers and Coordinated Entry Committee; accepting referrals when possible.
- Maintain client files according to HIPPA guidelines.

**Qualifications**

Required:

- Master's Degree in social work, psychology, counseling, or related field
- Bachelor's Degree with appropriate licensure/certification per state requirement
- At least two (2) years of clinical experience in mental health field (additional training may substitute for one year)
- Licensed or Registered in the state of Florida - Social Work, Marriage and Family Therapy, Mental Health Counselor or other behavioral health related fields
- Demonstrates proficiency in communication and written skills
- Knowledge of State and Federal statutes regarding patient confidentiality laws
- Knowledge of licensing and accreditation standards.

**Working conditions**

Work may be performed in the Center for Life, client's residence, or other locations as it pertains to specific clients. Hours are generally Monday-Friday during regular business hours of Interfaith Emergency Services, however the nature of this position allows for flexibility based on client needs and availability.

**Physical requirements**

Work involves physical effort encountered in normal, everyday office activities. Position requires occasional local travel in the community. IES complies with state and federal nondiscrimination laws and policies that prohibit discrimination based on age, color, disability, national origin, race, religion, or sex.