

Counselor Job Description

JOB TITLE: Counselor

REPORTS TO: Clinical Director

DESCRIPTION: Counsel with emphasis on prevention. Work with individuals and groups to promote optimum mental health. May help individuals deal with addictions and substance abuse, family, parenting, and marital problems, suicide, stress management; problems with self-esteem; and issues associated with aging and mental and emotional health.

JOB QUALIFICATION:

- Knowledge of human behavior and performance, individual differences in ability, personality, and interests, learning and motivation, psychological research methods, and the assessment and treatment of behavioral and affective disorders.
 - Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
 - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
 - Sociology and Anthropology-Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.
 - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessments, meeting quality standards for services, and evaluation of customer satisfaction.
 - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, production methods, and coordination of people and resources.
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JOB DUTIES

- Maintains confidentiality of records relating to client's treatment.
- Encourage clients to express their feelings and discuss what is happening in their lives, and help them to develop insight into themselves and their relationships.

- Guide clients in the development of skills and strategies for dealing with their problems.
- Prepare and maintain all required treatment records and reports.
- Counsel clients and patients, individually and in group sessions, to assist in overcoming dependencies, adjusting to life, and making changes.
- Collect information about clients through interviews, observation, and tests.
- Act as client advocates in order to coordinate required services or to resolve emergency problems in crisis situations.
- Develop and implement treatment plans based on clinical experience and knowledge.
- Assess staff productivity utilizing organizational or industry standards.
- Evaluate client's physical or mental condition based on review of the client information.
- Counsel family members to assist them in understanding, dealing with, and supporting clients or patients.
- Evaluate the effectiveness of counseling programs and client's progress in resolving identified problems and moving towards defined objectives.
- Plans organize and lead structured programs of counseling, work, study, recreation and social activities for clients.
- Modify treatment activities and approaches as needed in order to comply with changes in client's status.
- Discuss with individual patients their plans for the life after leaving therapy.