

LICENSED CLINICAL PROFESSIONAL COUNSELOR (LCPC) **LICENSED CLINICAL SOCIAL WORKER (LCSW)**

QUALIFICATIONS:

KNOWLEDGE: Master's degree in Social Work or professional Counseling. Must possess a valid Montana license in scope of practice (i.e. LCPC or LCSW). Thorough knowledge of the field of mental health clinics, thorough knowledge of community resources useful in the treatment and prevention of emotional maladjustment. Thorough knowledge of theory and practice in the field of specialization at a level appropriate for the training and experience required. Thorough knowledge of the principles and methods of supervision and in service training, considerable knowledge of the scope and activities of public and private welfare agencies.

ABILITIES: Performs work that involves the application of the principles and practices of the profession. Shall apply therapeutic counseling skills and techniques to the treatment of emotional disorders and dysfunctional behavior. Provides counseling and treatment services directed at helping the client understand and cope with their illness. Ability to plan, organize, and develop a mental health program. To establish and maintain effective working relationships with the center staff and community groups. Work closely with allied disciplines. Speak effectively before lay and professional audiences. Must be able to secure professional, psychological or social work data and to record such data systematically. To interpret and evaluate the data and develop recommendations and to write clear and accurate reports. Proficient in utilizing office equipment including computer database management and word processing. Working experience in the field of Corrections is a plus. Knowledge of local treatment referral agencies.

EDUCATION and EXPERIENCE:

Work experience in a residential facility is preferred as is experience in working with ex-offenders.

SUPERVISION RECEIVED:

Under the supervision of the Treatment Services Director, performs professional services duties to the Residents and their families.

SUPERVISION EXERCISED: None

WORKSITE and CONDITIONS:

The worksite consists of three minimum Security/Counseling correctional facilities located in Great Falls, Montana. The facilities are residential in nature, housing adult male and female offenders.

MAJOR DUTIES and RESPONSIBILITIES:

These duties include, but are not limited, to:

- 1. Is clinically responsible for the delivery of evaluative, diagnostic and treatment services to assigned clients**
- 2. Performs evaluations and individual, family, and group therapy as assigned.**
- 3. Maintains complete clinical records on all clients.**
- 4. Provides consultation to other staff members as requested and participates in staffing of cases.**
- 5. Provides consultation and education services to individuals, agencies, institutions and groups as assigned.**
- 6. May perform emergency services both during and after normal work hours.**
- 7. Participates in staff training and attends staff meetings.**
- 8. May assist with developing contractual service agreements with other agencies.**
- 9. Will be available for at least 40 hours per week as scheduled by the Treatment Services Director. Some evenings and weekends may be required in order to meet the needs of the resident and family members.**
- 10. Will be responsible for the review of client files to assess dangerousness and violence evaluation of family violence referrals.**
- 11. Will work closely with Chemical Dependency counselors to help identify co-occurring disorders and to formulate a suitable treatment plan.**
- 12. Will be responsible for providing treatment in both group and one on one sessions regarding mental health issues.**
- 13. Will be responsible for making referrals to a variety of social services and medical resources as needed.**
- 14. Shall be available as requested for public relations duties necessary to educate the public regarding services provided.**
- 15. Shall submit statistics on a monthly basis.**
- 16. Availability to work flexible hours and weekends.**
- 17. Development of new policies in conjunction with Treatment Services Director, Administrator, and Board of Directors.**
- 18. Participation in the screening process of new referrals to the Center as required. Available to interview prospective candidates at Montana State Prison.**
- 19. Assist residents with formulation and presentation of proposals concerning special individual/group needs and activities.**

20. Will become certified in Cognitive Principles and Restructuring (CP&R), or other Center programming. Will conduct in-house groups, acting as facilitator.

21. Conduct intake evaluations and assessments.

22. Provide emergency and crisis intervention services as needed.

21. Completing other duties assigned by the Administrator or Treatment Services Director.