

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.
JOB DESCRIPTION**

DATE ESTABLISHED 10/12/99
DATE AMENDED 4/01/06

TITLE OF POSITION: Bachelor's Level Counselor

POSITION NUMBER: 21-02

PROGRAM: Holmes/Washington/Jackson; Bay; Gulf/Calhoun

COMPONENT: Adult Social Rehabilitation Program

MINIMUM TRAINING, CREDENTIALS AND EXPERIENCE REQUIRED:
Bachelor's degree in psychology, social work or human services related discipline.
Two years experience in counseling preferred. Completion of Cardiopulmonary
Resuscitation and Basic First Aid training (within six months of hiring).

Compliance with minimum standards for screening of mental health personnel as
contained in F.S. 394.4572.

SUPERVISOR: Component Director

POSITIONS SUPERVISED: May act as supervisor of Mental Health Technicians
in absence of Component Director.

SALARY MINIMUM: \$24,370.00 annual

WAGE AND HOUR STATUS: Exempt: xx Professional
Non-exempt:

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

ESSENTIAL FUNCTIONS: (Essential functions of this position are listed below.
The position also includes additional functions as needed and/or assigned by the
supervisor.)

1. Complete evaluations, service/treatment plans and reviews.
2. Provide individual, family and group counseling.
3. Provide client related documentation in accordance with Center policies and
procedures, component specific guidelines, Medicaid and other third party
requirements and contract provisions as applicable.

4. Coordinate client service with external and other internal providers.
5. Perform data collection as specified by contracts.
6. Refer for needed client services as indicated.
7. Initiate and participate in activities for staff, program, and Center development.

OTHER ESSENTIAL FUNCTIONS:

1. Maintain Center approved ability to transport clients.
2. Transport clients when other means of transportation for essential activities are unavailable.
3. Manage client aggression using Center approved methods for physical violence.

Copy received by:

_____ Date: _____