

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

DATE ESTABLISHED 09/30/99
DATE AMENDED 4/1/06

TITLE OF POSITION: Master's Level Counselor

POSITION NUMBER: 29

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

COMPONENT: Outpatient Services

MINIMUM TRAINING, CREDENTIALS AND EXPERIENCE REQUIRED: Master's degree in psychology, social work or related human services discipline. Credential eligibility for licensure under Florida Statute 491 after appropriate supervisory experience is secured through on-the-job training is preferred. Experience in counseling is required.

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

SUPERVISOR: Outpatient Services Component Director

POSITIONS SUPERVISED: None

SALARY MINIMUM: \$26,500.00

WAGES AND HOUR STATUS: Exempt (Professional)

ESSENTIAL FUNCTIONS:¹ (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Complete evaluations, service/treatment plans and reviews.
2. Provide individual, family and group counseling.
3. Perform 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 client services as indicated.
7. Initiate and participate in activities for staff, program and Center development.

¹ Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

OTHER ESSENTIAL FUNCTIONS:

1. Travel to multiple work sites.
2. Travel in multiple county areas.

Copy received by:

_____ **Date:** _____