



## **Single Parent Scholarship Fund of NWA**

### **Behavior Health Counselor**

#### **Position Description**

<b>Exempt:</b>	Yes
<b>Department:</b>	Operations
<b>Reports To:</b>	Chief Operating Officer
<b>Location:</b>	Home Office
<b>Date Prepared:</b>	May 17, 2021
<b>Date Revised:</b>	November 16, 2023
<b>Safety Sensitive:</b>	No

#### **GENERAL DESCRIPTION OF POSITION**

The Behavior Health Counselor is responsible for planning, implementing, and evaluating counseling services and assessments for Single Parent Scholarship Fund of Northwest Arkansas, Inc. (SPSFNWA). This position will promote the personal development, psychological well-being, and other social needs of SPSFNWA scholarship recipients and recipient's children. It will include individual and group counseling, training, consultation, crisis intervention, outreach, and assessment. This position may involve supervision of psychotherapists, interns, and/or support staff as well as formulation of counseling policies and procedures and will utilize area referral sources as needed.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Oversee, coordinate, and evaluate the organization's counseling operations continually to offer quality services to recipients and be able to present recommendations regarding the use of referral agencies, outside resources, or other counselors as needed.
2. As needed, provide readiness assessments of referred scholarship recipients by program staff
3. Promote the personal development and psychological well-being of program recipients by providing counseling on an individual, family, or group basis.
4. Provide effective and appropriate counseling services to scholarship recipients and/or recipient's children utilizing professional counseling standards by planning, organizing, and implementing counseling, training, and educational workshops.
5. Ensure that the needs of recipients are addressed in emergency situations by coordinating and/or providing crisis intervention referrals or services as needed.

6. Maintain documentation of clinical records to ensure compliance with all applicable state and federal requirements for clinical records.
7. Assist the COO and CEO in the development of protocols for the organization's counseling services.
8. Provide clinical supervision for non-credentialed personnel operating under the director's license.
9. Compile statistics for reports and other reporting requirements.
10. Remain competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development seminars, and attending trainings or courses as required or requested by the COO/CEO and for obtaining Continuing Education Units (CEUs) as required by state licensing and regulatory boards.
11. Legal Concepts: Follow all licensing standards, including but not limited to: client confidentiality, and HIPAA compliance; and follow all federal, state, and local laws that pertain to counseling services.
12. Perform any other related duties as required or assigned.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **EDUCATION AND EXPERIENCE**

LPC, LCSW, LMFT, or other similar active Arkansas counseling license, plus 2-3 years' related experience and/or training, and/or equivalent combination of education and experience.

#### **COMMUNICATION SKILLS**

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

#### **CRITICAL THINKING SKILLS**

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

#### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

LPC, LCSW, LMFT, or other similar active Arkansas counseling license.

#### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Registered Play Therapist (RPT), Trauma-Focused CBT, and/or other similar trauma-informed approaches for children and family therapy.

### **SOFTWARE SKILLS REQUIRED**

Intermediate: Word Processing/Typing

Basic: Contact Management, Database, Presentation/PowerPoint, Spreadsheet

### **INITIATIVE AND INGENUITY**

#### **SUPERVISION RECEIVED**

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

#### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

#### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

#### **MENTAL DEMAND**

Intense mental demand. Operations requiring sustained directed thinking to analyze, solve, or plan highly variable, administrative, professional, or technical tasks involving complex problems or mechanisms.

#### **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

#### **RESPONSIBILITY FOR WORK OF OTHERS**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

Supervises the following departments: Counseling

#### **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

## **ACCURACY**

Probable errors would normally not be detected in succeeding operations and may have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Small. Job creates a monetary impact for the organization from \$100,000 to \$1mm.

### **IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

## **PUBLIC CONTACT**

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

## **EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

## **WORKING CONDITIONS**

Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking; and pushing, carrying, or lifting. May involve some travel and/or work is at times, in the evening or during the night hours.

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

## **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to sit, talk or hear; occasionally required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; and color vision.

## **ADDITIONAL INFORMATION**

Not indicated.

I understand that the above position description is a summary of my job responsibilities and duties, and I will be evaluated annually by the Chief Operating Officer from this document.

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Employee Signature

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Date