



Job Description

Job title	<i>Mental Health Counselor</i>
Reports to:	<i>Program Director</i>
Department Head	<i>Program Director</i>

Job Purpose

This position includes mental health counseling services in the form of psychosocial assessments, individual counseling, family counseling, group counseling, family systems support, and social competence training. Mental health counseling services are offered to individuals and families experiencing mental health needs associated with living with or being a family member to an individual with autism spectrum disorder and other related disabilities. Individual and group counseling services are offered live or via telehealth in both individual and group formats. The Licensed Mental Health Counselor will triage and support the initial application process of all mental health counseling clients, will oversee all mental health counseling services, supervise counselors working toward licensure and provide mental health consultation and support across programs within the Foundation. This position requires flexibility in schedule (may include working hours in the evenings and/or on weekends) and may include conducting counseling services both on and off campus.

Roles and Responsibilities

- Conduct mental health counseling intakes and assessments
- Supervise mental health counseling intakes, assessments, and treatment of licensed registered interns
- Provide counseling to families engaged in the Global Outreach Autism Learning Services (GOALS) program
- Oversee the treatment and documentation of licensed registered mental health counseling or social work interns
- Oversee sibling support groups and webinar/website initiative (i.e., Sam's Sibs Stick Together)
- Develop individualized treatment plans with measurable objectives
- Generate clinical case notes and maintain therapeutic records using Els for Autism Foundation's electronic medical record system
- Lead individual or group therapy sessions
- Run/offer preventative mental wellness classes, webinars, or workshops
- Making appropriate treatment referrals
- Integrate parent training, parent involvement and communication with families across screenings, assessments, and treatment programs
- Participate on the Els for Autism Foundation's transdisciplinary clinical team to ensure mental health counseling consultation and support is embedded across programs
- Communicate and collaborate with outside providers to ensure consistency and continuity of care
- Comply with supervision and direct service requirements in accordance with treatment plans and insurance authorizations
- Create and maintain scheduled appointments within Els for Autism electronic medical record system
- Convert appointments to time sheets with the electronic medical record by the end of each pay period
- Participate in research projects involving mental health counseling
- Act as a content expert to support grant writing related to mental health counseling needs

Qualifications

Required

- Master's Degree in Mental Health Counseling or Social Work
- Professional license by the State of Florida Department of Health as a Mental Health Counselor or Professional license by the State of Florida Department of Health as a Social Worker
- Minimum 1-3 years' clinical experience as a Licensed Mental Health Counselor or Licensed Social Worker
- Demonstrates proficient knowledge of typical development
- Experience working with a variety of age groups from birth-adulthood
- Minimum of 1 year experience working with individuals with autism spectrum disorder and other developmental disabilities and their families
- Experience working collaboratively with related professionals and providers
- Demonstrates excellent oral and written communication skills and the ability to communicate effectively with colleagues, parents, community members, and staff members
- Demonstrates excellent time-management skills
- Demonstrates excellent rapport with children
- Valid BLS CPR certification
- Valid Florida driver's license
- Valid and comprehensive individual liability insurance plan

Preferred

- Graduate level course work in autism spectrum disorder and related disabilities
- Experience participating in research
- Experience in running mental health counseling and support groups
- Experience in presenting at local conferences or trainings
- PCM trained

Additional Requirements

Orientation and Training

- Mental Health Counselor must complete and pass a Level 2 Background Clearance for both Els for Autism Foundation and Palm Beach Schools & employment paperwork
- Mental Health Counselor must sign Els for Autism Confidentiality Agreement and Media Release Forms
- Mental Health Counselor must complete Els for Autism Video/Photo Release
- Mental Health Counselor must complete Els for Autism Staff Training Modules, HIPAA Awareness Training, Medical Safety and Seizure Training

Professionalism

- Comply with Els for Autism and Els Design Group Brand Standards
- Display a high standard of integrity and conduct while serving as a representative and ambassador for the Els for Autism, its mission, and the vision of the Els family.