

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
CLASSIFIED JOB DESCRIPTION**

Job Title: PRN Onsite Counselor

Department: Onsite

Pay	Varies
H.P.D.	10
D.P.Y.	Varies

Job Description

Date Reviewed: May 2024

Reports To: Onsite Employee Health and Wellness Clinic Manager, Assistant Clinic Manager & Onsite Counselor

Purpose of Job

Onsite will provide a PRN Counselor to meet the social and emotional needs of employees and their families. The PRN Onsite Counselor helps people identify and achieve life goals, assists with lifestyle changes, and provides encouragement along the way. The PRN Onsite Counselor will provide ongoing and professional coaching, guidance, and support. A positive level of efficiency, flexibility, and good organization skills are necessary for this position

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Due to high demand, the primary duty of the PRN Onsite Counselor is to manage client visits on an individual basis by appointment sessions of thirty minutes. Be aware of and work with clients to arrange visits that need to be managed outside of the Onsite Clinic (i.e. to an outside service for psychiatrist or psychologist referral, etc.).
- Work is under the direct supervision of the Onsite Employee Health and Wellness Clinic Manager. The Onsite Assistant Manager and the Onsite Counselor will assist in supervisory activities of this position.
- Must possess the ability to give full and undivided attention to what clients are saying, understand the points being made, ask clarifying questions, and avoids interrupting inappropriately.
- Has an awareness of attempting to understand client actions and reactions. Is compassionate to all patients who receive services via telephone, telehealth, or in person.
- Works with clients to address problems that people face in their lives, including behavioral and mental health issues;
- Uses motivational interviewing, goal setting, develops coping strategies, addresses harmful behaviors, talks through specific issues, and searches for interventions. Works to improve the client’s emotional concerns, and / or improve psychological concerns, and assists the client to control self-destructive habits. This also includes helping to develop strategies to improve personal relationships.

- Has the ability to create Onsite psychosocial paperwork / documents for clients.
- Has the ability to stay calm and empathize with clients who are in distress.
- Uses Onsite's identified EHR / EMR consistently to keep client information entered and maintained for ongoing treatment.
- Completes necessary documentation for client visits and telephone / telehealth encounters in a timely fashion (Onsite requirements are completion of all client chart material in the time frame between 0-48 hours after client inception).
- Uses appropriate methods to maintain the privacy of behavioral health concerns for all clients. Adheres to HIPAA and PHI regulations.
- Assists in the development of behavioral health paperwork / treatment plan, and programs for Onsite clients and their families. Maintains accurate records at all times.
- Prepares reports as requested by Onsite Administration.
- Interviews individuals and gathers information regarding the behavioral and emotional health and well-being of clients- both children and adults, to assist, support, and maintain "a healthy client". These areas are specifically focused in anxiety, depression, grief, loss, divorce, life transition, abuse, eating disorders, legal issues, PTSD, chemical / alcohol dependency, ADD / ADHD, OCD, overall coping skills, anger management, suicidal ideations, communication skills, behavior management, impulse control, household budgeting, and problem solving / skills teaching. This list is not exhaustive and could include further issues as they arise with clientele appointments.
- Creates and maintains a supportive and therapeutic environment to facilitate effective communication with clients.
- Help clients manage personal and familial challenges utilizing evidence-based treatment methods.
- Assists in the development of safety plans when abuse or neglect is suspected.
- Assists in the development of emergency crisis plans and strategies for clients in crisis situations. Is familiar with Crisis Intervention.
- Promotes and supports collaboration among Onsite treatment team members.
- Keeps Onsite Administration and Onsite staff apprised of client load / client information at all times, while strictly maintaining confidentiality to the means necessary.
- Supports clients by attending, communicating, participating, and making recommendations in team meetings regarding an effective client-centered medical home at Onsite.
- Commits to the economical reduction of Onsite costs while maintaining a good level of quality client care.
- Receives input from all Onsite clinical staff regarding client information and collaborates in all client treatment and progress.
- Practices telehealth counseling and management under the direction and guidance of Onsite Administration and the Onsite Counselor.
- Is able to identify the signs of child abuse, elder abuse, substance abuse, etc.
- Is highly ethical in all Onsite operations and completes an annual ethics course at the choosing of Onsite Administration.
- Responsible for assisting with referrals to qualified inside and outside / external sources.
- Assists the Clinic Manager, Assistant Clinic Manager, Onsite Counselor, and Onsite Administration in the development of new programs for the Onsite Employee Health and Wellness Clinic.

Additional Job Functions

- This person is proficient in Microsoft Word, Excel, Outlook, and PowerPoint.
- This person should be willing to receive concentrated training in areas for the benefit of Onsite Employee Health and Wellness. This may include but not be limited to training in the following areas: Suicide prevention procedures, Columbia Suicide Severity Rating Scale, Focused-CBT, EMDR, etc.
- Performs all other duties as required by Onsite Employee Health and Wellness Manager and when delegated, by other members of Onsite Administration and the Onsite Counselor.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in psychology, social work, counseling, human services, or related field required. Experience in maintaining a client schedule that consists of client visits outside of the standard workday (i.e. every other Saturday, weekend work, and early am / late pm visits). Membership with a professional organization, such as credentials through the International Coach Federation (ICF), ACA (American Counseling Association) is preferred. Five or more years of experience preferred.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the CMCSS. Uses the approved facilities practices as they pertain to the performance of duties relating to the job of the PRN Onsite Counselor. Uses the approved facilities and safety practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations, staff plans, and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and financial skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse the facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read

informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;

- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date