

Cheyenne Mountain Counseling & Wellness Center (CMCWC)

Mental Health Counselor - Job Description

General Summary

The CMCWC Mental Health Counselor will be responsible for Counseling with emphasis on prevention. May work with individuals and groups to promote optimum mental and emotional health. May help individuals deal with issues associated with addictions and substance abuse, family, parenting, and marital problems; stress management; self-esteem; and aging. Specific duties are outlined below.

These professionals must have a minimum of a Master's Degree in Counseling, Psychology or related field, must be registered with DORA, and have at least one year experience in counseling or related field.

Primary Operational Tasks

- **Telephone Duties:**
 - Provide general information to callers.
 - Perform telephone intakes (using procedures proscribed).
 - Return Client phone calls as needed
- **General Administrative Duties:**
 - Establish and maintain paper and electronic filing systems.
 - Maintain common documents, recording and updating information as directed.
 - Complete forms in accordance with company procedures and legal requirements.
 - Using MS Word, prepare correspondence, reports, or other documents as requested.
 - Operate and manage office equipment (fax, copier, telephone).
 - Make copies of correspondence, forms, etc. as required.
- **Scheduling/Calendaring Duties:**
 - Schedule and confirm appointments for clients
 - Coordinate schedule availability with Administrative Assistant, and assist clients in using online calendar.
- **Accounting Support Duties:**
 - Ensure clients are paying copays, deductibles, and cash to administrative assistant.
- **Therapeutic Duties**
 - Maintain confidentiality of records relating to clients' treatment.
 - Encourage clients to express their feelings and discuss what is happening in their lives, helping them to develop insight into themselves or their relationships.
 - Collect information about clients through interviews, observation, or tests.
 - Assess patients for risk of suicide attempts.
 - Fill out and maintain client-related paperwork, including federal- and state-mandated forms, client diagnostic records, and progress notes.
 - Prepare and maintain all required treatment records and reports.
 - Counsel clients or patients, individually or in group sessions, to assist in overcoming dependencies, adjusting to life, or making changes.
 - Guide clients in the development of skills or strategies for dealing with their problems.
 - Perform crisis interventions with clients.
 - Develop and implement treatment plans based on clinical experience and knowledge.

- **Additional Duties:**

- Attend and participate in monthly staff meetings, recording any action items as needed.
- Provide administrative and logistical support for program development projects as needed.