

## *Community Volunteers in Medicine*

### **Position Description**

**Position Title:** Bilingual Mental Health Counselor

**Reports To:** Behavioral Health Coordinator      **FLSA Status:** X Exempt \_\_ Non-exempt

**Revision Date:** April 2024

**Position Summary:** The role of a Mental Health Counselor is to provide professional support and guidance to individuals facing mental health challenges or seeking to improve their overall psychological well-being. Overall, the Mental Health Counselor plays a crucial role in promoting mental wellness, facilitating healing, and empowering individuals to lead fulfilling lives despite their mental health challenges.

### **Major Responsibilities:**

- Provides Spanish and English counseling to CVIM patients.
- Provides individual counseling for children, adolescents and adults.
- Run/facilitate support groups.
- Perform initial evaluations/assessments of patient needs and develop customized treatment plans tailored to each patient's unique needs.
- Educate patients on stress and trauma coping mechanisms.
- Provide individuals with the resources they need to reach personal goals.
- Documentation and Record-Keeping: Maintain accurate and confidential patient records in compliance with ethical standards and legal regulations. Document assessment findings, treatment plans, progress notes, and any other relevant information.
- Coordinate with social worker, healthcare providers and community programs to ensure coordinated care and multidisciplinary support for patients. Seek consultation and supervision as needed to enhance clinical effectiveness and address challenging cases.
- Crisis Intervention: Provide immediate support and intervention during crisis situations, including suicide risk assessment and management. Collaborate with emergency services and other healthcare providers to ensure client safety and stabilization.
- Participate in behavioral health meetings.
- Participate in weekly supervision.

**Hours:** Full time. Hours include evenings when CVIM is open.

**Location:** CVIM has two microsites located in Coatesville and West Grove. Counselor is expected to work at all locations.

### **Qualifications:**

- Master's degree in psychology, social work, or counseling.
- License or actively working towards obtaining licensure required.
- Experience with all age groups preferred.
- A minimum of 1 year experience providing counseling.
- Bilingual in English and Spanish – near native fluency required.
- Must be computer proficient.
- Excellent written and verbal communication skills.