

Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 • www.QuilCedaVillage.org



Quil Ceda Village
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JOB TITLE: Licensed Mental Health Counselor (LMHC)

DEPARTMENT: Quil Ceda Creek Counseling Company

JOB DESCRIPTION: The Mental Health Counselor provides expertise in counseling that includes providing assessment, individual counseling, and case management; possesses strong crisis intervention and will be able to provide comprehensive individual and group therapy.

TO APPLY: Complete the web form application located on the Quil Ceda Village Self Service portal: <https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5047.

NOTE: *The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.*

EMPLOYEE CLASSIFICATION: Exempt

EMPLOYEE REPORTS TO: Clinical Supervisor

EMPLOYEE SUPERVISES: N/A

EDUCATION:

- Master's degree from accredited college or university in the field mental health field.
- Appropriate professional registration/certification by Washington State required.

SKILLS:

- Skills in the operation of a personal computer and standard office programs and equipment.
 - Ability to work in a cross-culture environment and understands the social and cultural context of the patients at QCCCC, understanding the role of trauma, historical, community, family, and personal experience in wellness and recovery.
 - Ability to prioritize multiple tasks with frequent interruptions.
 - Ability to provide excellent customer service.
 - Ability to establish and maintain effective working relationships with patients, staff, and outside agencies.
 - Knowledge and adherence to state (RCW, WAC) and federal confidentiality regulations (42 CFR part 2). Applicants must always conduct self ethically and professionally.
 - Knowledge of HIPAA and PHI requirements.
 - Knowledge of common office and administrative procedures.
 - Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation psychological research methods; and the assessment and treatment of behavioral and affective disorders.
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- Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of mental dysfunctions, to provide counseling and guidance.

EXPERIENCE:

- One (1) year experience in mental health treatment. Preferably one year of experience in working with dually diagnosed patients.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Valid and unrestricted Washington State Driver's License.
- Will be required to attend, complete and keep current CPR, BBP, AED, First Aid and any training deemed necessary.
- Must provide proof of COVID vaccination.
- HIPAA training upon hire.
- This person must sign an oath of permanent confidentiality covering all patient related information.
- Ability to sit extended periods, up to eight hours per day.
- Tolerance for exposure to computer screens, for up to eight hours per day.
- Dexterity to operate personal computer, and to accomplish routine paperwork.
- Ability to stoop and bend for routine filing duties.
- Employment is contingent upon successful completion of a pre-employment background check

SPECIFIC JOB PERFORMED:

Specific duties and day-to-day tasks of the **Licensed Mental Health Counselor (LMHC)** are prompted by assignments, and by requirements to fulfill responsibilities established by the Supervisor. These duties include, but are not limited to, the following:

- Provides oversight and quality assurance of all mental health services including record keeping and direct services.
- Reviews treatment plans, case notes, and written correspondence to verify that such documents meet appropriate regulatory agencies.
- Collaborates with a multidisciplinary treatment team consisting of the Administrator, Medical Director, Substance Use Disorder Professionals, and Nurses to identify and meet the needs of the patient within the treatment planning process and to assist in their overall well-being.
- Provides guidance and direction to behavioral health staff on clinical intervention strategies, treatment planning, group therapy dynamics, and behavioral health screenings as necessary for excellent service delivery standards at the Quil Ceda Creek Counseling Company.
- Ensures that clinical services follow county, state, and federal regulatory agencies to include adherence to all HIPAA and documentation requirements.
- Conducts risk assessments; provides recommendations and triage accordingly.
- Works in collaboration with Billing, inter-agency departments, and the Medical Director and under the direction of the Clinical Supervisor to develop and implement behavioral/mental health quality improvement processes as required for providing behavioral health services, and in compliance with all Federal, State, and County requirements.
- Conducts intake assessment interviews, writes intake assessments, and diagnoses utilizing mental health diagnostic manual DSM 5.

- Conducts individual, family, or group therapy sessions for co-occurring disorders based on ethical and medical necessity guidelines.
- Develops treatment plans for patients who are dually diagnosed at the clinics.
- Provides the appropriate documentation for service delivery including treatment goals, crisis plans, and progress notes in a timely manner.
- Develops and provides psycho-educational groups or ongoing therapy groups.
- Performs other duties as assigned.
- Adheres to all QCCCC Policies.

TERMS OF EMPLOYMENT: This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.