**Job Description: Mental Health Counselor/Retreat Program Coordinator**

This specification should not be construed to contain every function/responsibility that may be required to be performed by the job holder. The job holder is required to perform related functions not listed here.

**Summary:**

Mt. Carmel Veteran Service Center provides low/no cost behavioral health services to enlisted members, veterans, and their families. Scope of therapies include; individual, couples, family, child/youth, groups, alternative therapies, and retreats. The role of this position is to manage our retreat programming, increase substance use programming, and provide supervision to clinical interns. The retreat program coordinator is responsible for maintaining and increasing collaborative partnerships with community providers/businesses to provide resources that support programming, and creating curriculum for retreats that includes therapeutic interventions as well as activities. To ensure the highest quality of programming, the Mental Health Counselor/ Retreat Program Coordinator will be an integral part of an evaluation system to prove program effectiveness as well as data for future grant writing.

**Job Description:**

* Provides the following services to our military community; therapy (individual, couples, family, child/youth, groups), modalities to treat (PTSD, Trauma, TBI, Depression, Anxiety, Relationship struggles, Transitional struggles, etc.), provide trauma informed care, establish diagnosis as necessary.
* Applies appropriate psychoeducation and therapeutic interventions for retreat programming based on focus and needs of clients.
* Provides quality and intensive supervision for clinical interns in graduate programs, and licensure candidacy volunteers.
* Utilizes expertise in substance use treatment to increase programming, best practices, and implementation of substance use therapy for our military community.
* Remains current with best practices, industry trends, and provides internal and external direction within our agency regarding retreat and substance use programming.
* Works closely with Behavioral Health Director to ensure quality services and programming are being provided to our military community.

**Essential Functions:**

* Establishes rapport and develops a therapeutic relationship with clients.
* Provides therapy services in individual, couples, family, group, and specialized treatments for retreat programming and substance use.
* Provides informed and superior supervision for clinical interns/candidates.
* Ensures effective therapeutic interventions for retreat programming.
* Schedules and creates curriculum for retreats based on client needs, diagnosis, and treatment planning.
* Provides crisis intervention and conflict resolution assistance and differentiate between emergency and non-emergency tasks and responds accordingly.
* Maintains appropriate ethical and professional boundaries.
* Develops new and unique ways to increase best practices and effective programming.
* Works with Director of Behavioral Health to develop programming, implement measurement techniques for programming, and obtain funding for programming.
* Participates in internal and external organization meetings and trainings as required by Director of Behavioral Health.
* Maintains an awareness of current laws, regulations, and licensing requirements for Colorado therapeutic providers.

**Competencies:**

* **Adaptable** – Adapts to change and considers new approaches.
* **Analytical Thinking** – Able to analyze challenges by considering alternatives, followed by the systematic rejection of unacceptable alternatives.
* **Client Focused** – Acts with client’s needs in mind. Establishes and maintains effective therapeutic relationships with clients.
* **Dependability** – Refers to the ability to be relied upon to perform a task in the way required to complete the assigned job duties and responsibilities.
* **Job Knowledge** – Refers to the amount of relevant job knowledge and skill an employee has. Includes awareness and possession or master of special facts, practices, manual skills, techniques, and decision-making methods. Howe well the employee is knowledgeable of services, policies, and procedures.
* **Innovation** – Applies original thinking to improve the processes and services.
* **High Performance** – Multi tasks and thrives in a fast-paced environment; works independently yet successfully in a team setting; supports Mt. Carmel’s mission and best practices; brands positively and promotes all tenets of the Agency.
* **Management and Leadership** – Able to guide, direct, or influence people. Is resilient, persuasive and earns credibility by delegating and being adaptable. Exhibits strong strategic and operational decision-making skills.

**REQUIRED: Education and/or experience (licensure):**

* Master’s Degree (or higher), have an active Colorado License in one of the following: LPC, LCSW, LMFT, PhD,
* Either CAC II, CAC III, or LAC qualifications.

**Language Skills:**

* Ability to read, analyze, and interpret English documents such as general business periodicals, technical procedures, or governmental regulations.
* Ability to write reports and business correspondence.
* Ability to effectively present information and respond to questions from groups of managers, clients, board of directors, and the general public.

**Reasoning Ability:**

* Ability to define problems, collect data, establish facts, and draw valid conclusions.
* Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Other Qualifications:**

* Must be able to travel on an as-needed basis.
* Current Driver’s License and proof of auto liability insurance must be current in personnel file.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the employee must be able to lift 25 pounds and must be able to transport self to various locations within the community. The ability to lift and carry retreat related equipment and materials will be necessary. Employee must be able to be around animals of various kinds at certain retreat locations.

**Preferred Qualifications:**

* Clinical supervisor training and experience.
* Experience working with military or other affiliated military experience.