



## Counseling Associate

Program: In-Home Counseling

Reports to: Counseling Manager/Clinical Director

Job Location: Primary: Home office  
Secondary: Rutherford Office

Position Status:  Full-time  Part-time

FLSA Classification:  Exempt  Non-exempt

Salary: \$52,000

Under clinical supervision, the Counseling Associate will manage referrals, intakes, and assessments. Diagnose and treat mental health conditions of assigned clients in an outpatient setting. Provide Case Management as needed for Counseling clients. Service setting is primarily home-based and may include teletherapy as appropriate.

### Essential Responsibilities:

- Manage referrals and intakes of potential clients to the Counseling program
- Provide assessment, diagnosis, and ongoing treatment to clients in individual sessions and/or family sessions
- Plan and assess treatment in accordance with professional standards
- Document relevant facts, findings, and observations about a patient's past and present illnesses, assessments, diagnosis, tests, ongoing treatments, and outcomes.
- Develop and maintain case load, schedule, and appointments
- Develop new referral sources and maintain positive professional relationships with established referral sources.
- Collaborate with other service providers as needed for the treatment and continuity of care of the clients
- Provide Case Management services to Counseling clients as needed
- Complete data gathering, reporting, and program evaluation activities as assigned
- Perform special projects as assigned

### Competencies:

- Commitment to Family Eldercare's mission, vision, values, and programs
- Represent agency in a professional and favorable manner
- Impactful in a changing environment with limited structure
- Comfortable working with people of all backgrounds, including persons with mental illness or developmental delays, with the ability to respect the dignity and strengths of each individual.
- Ability to work independently, organize work efficiently, prioritize work and take initiative
- Ability to keep accurate, timely, and organized records using an Electronic Medical Record
- Excellent interpersonal communication skills including verbal, written, and on the phone
- Ability to develop productive relationships with clients, families, other professionals, and volunteers
- Ability to conduct educational programs and/or support groups of all sizes
- Ability to make constructive use of professional supervision

**Education and Experience:**

- Licensed Master Social Worker (LMSW)
- Experience in mental health assessment, clinical treatments, interventions, best practice and evidenced based practices addressing needs of aging adults and caregivers
- Experience with aging adults experiencing mental health disorders such as depression, deterioration in cognitive functioning, risk assessment, family systems, caregiver dynamics, stress, anxiety, and housing transitions
- Proficient in Microsoft Office 365 software applications: Word, Excel, PowerPoint, SharePoint, TEAMS, and Outlook
- Ability to pass a criminal and motor vehicle driving background check

**Work Environment:**

- Ability to work in an office setting with significant amount of time spent on computer
- Ability to drive to external locations for company business as needed
- Ability to interact with clients, volunteers, staff, family, and outside community partners
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards

**Acknowledgement and Review:**

By signing this job description, I acknowledge that I meet the qualifications, and am able to perform all job functions, duties, and responsibilities. I further understand that I am responsible for promptly and effectively communicating in writing to the Company any need for accommodation. I acknowledge that I have read, understand, and may receive a copy of this Job Description. I further understand that Family Eldercare reserves the right to modify any Company policies, procedures, and processes based on organizational needs.

**Print Employee Name:****Employee Signature:****Date:**