

**HAMILTON COUNTY**  
**RIVER CITY CORRECTIONAL CENTER**  
An Equal Opportunity Employer

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Position Title: Mental Health Counselor

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Division:	River City Correctional Center	FLSA Status:	Non-exempt
Reports to:	Clinical Supervisor	Civil Service Status:	Unclassified
Pay Range:	\$26.	Employment Status:	Full-Time
Probation:	6 Months	Lunch:	One Hour
Work Hours:	35 hours/week		

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***Nature of Work in this Class***

This position provides direct service to residents, maintains case records and supervises resident activities. The Mental Health Counselor is directly responsible for initiating, implementing and documenting individual and group treatment/habilitation services as they relate to the resident's individualized treatment plan objectives. Work is supervised by the Clinical Supervisor.

***Essential Functions***

- Provides assessment of residents' needs/risks to determine treatment plans.
- Use of expressive therapies a plus.
- Collaborate with care coordinators, PCP's, psychiatrists, and other professionals involved with treatment of the client.
- Keeping records and using reporting tools. (Therapy Notes)
- Manages all aspects of individual caseload and individual case records and program records as assigned.
- Develops and maintains treatment plans and services for better management of care.
- Diagnoses and treatment of mental and emotional disorders according to DSM-5
- Develops release plans, transitions to other service providers and termination letters.
- Participate and run group therapy
- Monitors, evaluates and documents progress for client.
- DAF, Ohio Scales, Mental Health Status Report, Suicide scales.
- Work well with team approach

- Performs intake procedures for new residents
- Apply Behavior Management System to manage residents' behaviors
- Performs crisis intervention services
- Prepares written reports.
- Attends staff meetings and other related meetings as required.
- Develops and maintains effective working relationships with various treatment facilities and with the general public
- Makes court appearances as designated.
- Maintains strict confidentiality with respect to information obtained and processed in the operation of the facility.
- Conducts home and/or employment visits if needed.
- Transports residents to community resources as needed.

***Marginal Functions***

- Supplements facility coverage – subject to being called into work at any time due to emergency situations and/or coverage needs.
- Utilizes audio visual equipment.
- Performs other related duties as required.

***Positions Supervised***

None.

***Knowledge, Skills and Abilities***

- Knowledge of principles of effective intervention, including risk, need and responsivity.
- Knowledge of crisis intervention techniques.
- Knowledge of substance abuse evaluation and treatment.
- Knowledge of local treatment programs.
- Ability to establish and maintain effective working relationships with residents, residents' families, co-workers, outside agencies, etc.
- Ability to gather, collate and classify information about data, people or things.
- Ability to work under stressful and demanding conditions.
- Ability to effectively manage time and organize workload.
- Skill in oral and written communication.
- Ability to work independently.

***Working Conditions***

Moderate noise in Correctional Facility setting.

***Physical Demands***

- Work involves a significant amount of standing, walking, sitting, talking, listening, stooping, crouching and reaching with hands and arms.
- Ability to reach into file drawers in standard four-drawer filing cabinets.
- Visual ability sufficient to effectively operate a copier, facsimile machine and a computer terminal, and to read reports, correspondence and instructions.

- Hearing ability sufficient to converse with other individuals, both in person and by telephone.
- Speaking ability sufficient to communicate effectively with other individuals in person and by telephone.
- Ability to read and prepare reports with recommendations.

***Communications***

Conveys and receives information in person, over the telephone, as well as by automated means.

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***Qualifications***

The counselor will have a current license by the state of Ohio with a minimum of a Master's degree in Mental Health Counseling or similar.

***Licensure and Certification Requirements***

LPCC-S, LPCC, LPC, LSW

