



## NEVADA URBAN INDIANS, INC. JOB DESCRIPTION

**Title:** Mental Health Counselor  
**Department:** Administration  
**Exemption:** Non-Exempt  
**Supervisor:** Chief Executive Officer and Medical Program Administrator

### **DESCRIPTION:**

Under general supervision, provides mental health services, human and behavioral services in an outpatient setting. Services include, but are not limited to, evaluation and assessment, direct counseling, case management, treatment, group sessions, trainings, etc.

### **MINIMUM QUALIFICATIONS:**

Master's degree from an accredited university in the field of social work or psychology; Must possess a current Nevada license as a Clinical Social Worker, Marriage and Family Therapist, Clinical Psychologist, or Clinical Nurse Specialist in Behavioral Health; Employer will need to be able to bill the majority of insurance companies and must meet State, Medicaid, and Medicare requirements and clearances. Must have a current CPR card or be able to obtain one.

**JOB DUTIES & RESPONSIBILITIES:** duties and responsibilities may include, but are not limited to the following:

- Interview and observe clients, family members, support systems and community agencies to assist in evaluation, assessment and development of treatment plan. Analyze and integrate information obtained through interviews, observations and medical/clinical records.
- Identify resources and appropriate interventions; perform casework duties, as required.
- Monitor clinical services to ensure achievement of treatment goals identified in treatment plan.
- Document all contacts and maintain accurate case records to support the plan. Enter data in appropriate software program.
- Participate in agency quality assurance committee and comply with requirements for periodic review of clinical records to ensure accurate recordings.
- Prepare documentation / reports to appraise the court, treatment providers and other professionals on client's mental / behavioral status and identified needs. Maintain client statistics. Prepare / submit monthly program reports and/or quarterly letters.
- Develop and implement discharge and after-care plans, act as client advocate.
- Adhere with the organization's policies, procedures, and current practice, such as completing chart/client report by the end of the day.
- Collaborate, team work, and provide report to the CEO and MPA regularly.
- Ensure assigned duties and responsibilities are performed in a safe and prudent manner, which does not expose the employee or clients to unnecessary risk of on-the-job injury.
- Participate in community outreach activities and/or marketing the NUI program to provide information on our services to collaborative agencies and/or improve our delivery of client services, assist disease prevention and patient education.
- Other duties as assigned.

### **SPECIAL NOTE:**

Nevada Urban Indians, Inc. is an equal opportunity employer and encourages all qualified applicants to contact the agency about employment opportunities. Indian hiring preference may apply to some positions dependent upon funding agency (i.e. Bureau of Indian Affairs, Title V, and Indian Health Service funded positions).