



NEVADA URBAN INDIANS, INC JOB ANNOUNCEMENT

POSITION TITLE: Mental Health Counselor

STATUS: Part Time, Non-Exempt (32 - 40 hours/week) - Health insurance benefits at no cost will be available for employee who works 30 hours+/week

LOCATION: Reno

POSTING PERIOD: Open until filled

HOW TO APPLY: Submit a completed employment application, resume, cover letter, copy of Clinical Social Worker or Marriage and Family Therapist license, and copy of diploma to the address, fax, or email below. **Applicants who do not fill out the application and/or missing the required documents, will not be considered.** Job application is available on our website

POSITION: Job Summary: 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 college or university in the field of social work, counseling, marriage and family therapy, psychology, or a closely related academic field. Must possess a current Nevada license as a Clinical Social Worker, Marriage and Family Therapist, Clinical Psychologist, Clinical Nurse Specialist in Behavioral Health, Physician Assistant, or Nurse Practitioner with Master's degree in nursing or a Doctor of Nursing Practice Doctoral degree. Licensed must be from the State of Nevada, issued by the appropriate Nevada licensing or certification authority, and must be in good standing. Employer need to be able to bill the majority of insurance companies and must meet State, Medicaid, and Medicare requirements.

CONDITIONS OF EMPLOYMENT: Must submit to a pre-employment drug screening including illicit drugs and Tuberculosis, and criminal background check, within 24 hours after the offer accepted, prior to the start of employment. Employment with NUI is contingent upon satisfactory results of pre-employment background check which may include but are not limited to criminal background check, drug screening, child abuse and neglect screening, employment reference checks for current and former employers, academic credentials check, and licensure before the first date of hire or soon after. Must have a current CPR card or be able to obtain one. Must provide a copy of driver license and proof of auto insurance.

ESSENTIAL FUNCTIONS: duties and responsibilities may include, but 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 Medical Operations Manager and the Executive Director 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.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: principles and techniques of interviewing and recording casework data; individual, group and family intervention techniques; case management practices and procedures; symptoms and treatment of mental illness, emotional and behavioral disorders; agency, state and court policies, procedures and processes related to client care; computer software specific to agency program; laws, rules and regulations related to area of assignment;

SPECIAL NOTE: NUI 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. (*Title 25, U.S.C. 472 & 473 & Title VII, Section 703 (i) of the Civil Rights Act of 1964*)

Please Note: NUI reserves the right to change or modify job duties and assignments at any time. The above job descriptions is not all encompassing. Position functions and qualifications may vary depending on business necessity.

Nevada Urban Indians, Inc.
 Attn: Human Resources
 6512 S. McCarran Blvd. Suite A, Reno, NV 89509
 Fax: (775) 788-7611
 Email: hfosmore@nvui.org
www.nevadaurbanindians.org