



# Heritage Health Center

128 North Bent St. • Powell, WY • 82435 • 307-764-4135 • [www.heritagehealthcenter.org](http://www.heritagehealthcenter.org)

## *Caring for the Community*

**Mission:** *Heritage Health Center will provide high quality primary care for everyone in the Big Horn Basin through respect for patients, staff, and the communities we serve.*

**Vision:** *To be a health care leader in the communities of the Big Horn Basin by providing access to high-quality, whole person, care for all citizens.*

We are proud of our organization and the many employees who have and will contribute to our reputation of providing excellent care to individuals regardless of their ability to pay. It is the intent of HHC to employ people who will contribute to the overall success of our organization and to have an atmosphere in which all employees demonstrate an understanding of the importance of HHC's Mission. We want you to enjoy your work here and fully realize your potential. If you have additional questions or need assistance, please consult your immediate supervisor or the Employee Handbook.

**Position:** Licensed Clinical Professional Counselor (LCPC) or Licensed Clinical Social Worker (LCSW)

**Salary:** DOE

**Requirements:**

### **POSITION DESCRIPTION**

Provides, oversees, and/or administers a wide range of psychosocial evaluation/assessment, diagnostic, counseling therapy, crisis intervention, and/or case management services in a school-based and clinical setting which requires a high degree of independent decision-making and program administration. Leads and trains other staff engaged in related case management activities, as appropriate to the individual position.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provides counseling, therapy, and/or psychotherapy to clients and families as appropriate to the position; prepares treatment plans, discharge plans, and follow-up care programs; provides therapeutic crisis intervention and emergency services as required.
2. Collects data about patients through interview, case history, psychological tests, and/or observational techniques; evaluates data to identify causes of problems and to determine proper therapeutic approach or referral to other specialists.

3. Consults with other therapists and related professional and paraprofessional staff, as appropriate, in the performance of therapeutic and/or casework; refers clients to appropriate service agencies as required.
4. Provides and/or arranges for therapeutic interventions as appropriate for patients or clients in a crisis condition and for those with serious disturbance problems.
5. Refers clients to appropriate social service agencies for financial assistance and other required services.
6. Follows up to determine reliability of treatment used; changes method and degree of therapy when indicated.
7. Establishes and maintains case files, referrals, and other related documents for the treatment of clients; prepares related documentation for civil commitment hearings or other legal proceedings; keeps abreast of patient data to ensure appropriate treatment and care are delivered.
8. Consults with other legal and treatment agencies and individuals in relation to patient/client records, rights, and responsibilities.
9. Plans and facilitates community outreach and education activities, as appropriate to the position; may serve as a liaison and representative to community organizations and schools.
10. As appropriate to the position, performs various administrative functions such as monitoring budgets and preparing reports and correspondence; may participate in a variety of research projects to develop service plans, and may propose changes to program policies and procedures.
11. May provide formal teaching, consultation, and in-service training to relevant professionals in immediate and proper handling of and/or referral of a variety of matters.
12. Other duties as assigned from time to time.

### **QUALIFICATIONS:**

1. **Education:**
  - a. Master's degree in Counseling, Social Work, or an equivalent field.
  - b. Current State of Wyoming Licensure (LPC) license in good standing required or license eligible. Dual Licensure is preferred.
2. **Experience:**
  - a. At least 3 years of experience that is directly related to the duties and responsibilities specified.
  - b. Substance Use Disorder certification or experience preferred.
3. Program management skills with demonstrated experience in managing wide range of clinical and/or administrative programs with excellent organizational skills.
4. Demonstrated strong writing skills; excellent oral communication.
5. Relationship management and leadership skills.
6. Ability to work both independently and to collaborate with teams of individuals in diverse settings, using a solution-oriented approach. Including participation and leading (if needed) staff in-services at the school district.

7. Expertise in using electronic health records and report generation.
8. Expertise in using computer software, including Microsoft Office with emphasis on Excel and data analysis.

### **PHYSICAL REQUIREMENTS**

1. 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 upon request to enable individuals with disabilities to perform the essential functions.
2. Ability to speak, understand, and communicate the English language effectively. Ability to communicate adequately on the phone or in person and group settings.
3. Ability to work in front of a computer screen and keyboard, sitting and/or standing up to 8-10 hours per day (possibly longer if overtime is required).
4. Ability to work in a normal office environment conditions using various office equipment including (i.e. computer, keyboard, mouse, calculator, copier, printer, fax, scanner, telephone). Mobility necessary to access various offices and a wide variety of meeting settings.
5. Mobility necessary to perform a variety of tasks that involve standing, walking, sitting, stooping, kneeling, bending and twisting, occasionally climbing stairs or using an elevator, possibly reaching chest high and overhead for materials.
6. Possess faculties, mobility and ability necessary to access research and interpret information from a variety of media (e.g., computer screen, projected images, printed material) and individuals.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

All Heritage Health Center facilities are tobacco-free.

### **EXPOSURE TO HAZARDS**

Housekeeping products, sterilization equipment and chemicals, needles, high noise levels caused by medical equipment, chemicals found in clinical materials and products, such as acids and disinfectants, biological hazards such as blood borne pathogens, infectious diseases, contaminated wastes, saliva, and radiation.

### **HOURS OF WORK/ATTENDANCE REQUIREMENTS**

Regular attendance is required.

### **TRAVEL**

Occasional overnight travel may be required for training or conference attendance. Travel throughout school district will be required.

### **BLOOD/FLUID EXPOSURE RISK**

**Blood/Fluid Exposure Risk: (Check the appropriate category)**

- Category I:** Tasks routinely involved in potential for mucous membrane or skin contact exposure to blood, fluids, or tissue. Use of personal protective equipment (PPE), when appropriate, is required.
- Category II:** Usual tasks do not involve exposure to blood, body, fluids or tissues but job may require performing unplanned Category I tasks.
- Category III:** Tasks involved no greater exposure to blood, body fluids or tissues than would be encountered by a visitor. Category I tasks are not a condition of employment.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

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Employee Signature

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Date

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Supervisor Signature

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Date