



Strengthening & Equipping Neighborhoods Together

Mental Health Counselor Job Description

Team Member:		Supervisor:	Mental Health Director
FLSA (Exempt/Non-Exempt):	Salary (Exempt)	Position (full or part-time):	Full-time
Location:	Hi-Crest area	Travel Required:	As needed
Hours:	40 hours per week	Supervises:	No
Last Updated (date & by):	12.01.2022 T. Seitz	Starting wage:	\$40k/yr.

Primary interactions with:

Children and families participating in SENT programs, SENT & Academy staff, leadership and partners, vendors, suppliers, and community members.

Work schedule: Full-time hours necessary to complete work assignments. Some evening and weekend hours may be required to support client needs.

60% Clinical work

20% program work

20% Administrative paperwork

SENT's Mission:

Intentionally walking beside neighbors through loving relationships and strategic development to accomplish the wholistic transformation of neighborhoods in Shawnee County.

SENT's Vision:

Wholistic transformation of neighborhoods in Shawnee County, with an emphasis in Hi-Crest.

SENT's Core Values:

Relocation, Redistribution, Reconciliation, Wholistic Approach, Listening to the Community, and Leadership Development.

Position mission:

The Mental Health Counselor is responsible for the assessment of need and delivery of counseling and intervention services; coordinates appropriate community resources for community members. This supports SENT's mission by ensuring timely and accurate work that is completed in a satisfactory manner exceeding expectations.

Essential Functions:

- Participate in comprehensive evaluation of community members as indicated.
- Provide individual and group counseling and support to community members.
- Plan individual school programs to promote a positive and caring school climate and SENT community as needed
- Coordinate and facilitate appropriate community services to students as needed
- Work with students, regarding their social and emotional problems interfering with adjustment and achievement in school and in the community.
- Responsible for insurance billing.
- Responsible for maintaining a filing system.
- Provide support to classroom teachers as needed.
- Respond to crisis situations in school, as needed
- Implement appropriate programs, groups, and initiatives to target at-risk populations.
- Work with community agencies and groups to assist in developing appropriate intervention strategies.

- Provide appropriate referrals to outside agencies or providers and/or assist clients in finding the needed mental health services.

General Responsibilities:

- Great work ethic and attitude
- Support SENT's strong relationship culture through quality customer service and exceptional teamwork skills
- Provide superior client service by resolving problems efficiently and responding timely
- Prioritize and manage work effectively
- Identify and implement solutions to problems in general and urgent matters
- Actively seek to add and enhance knowledge regarding developments and current trends in the industry that will serve SENT's needs
- Seek the counsel of supervisor on assignments and financial concerns or other issues as appropriate
- Work collaboratively with staff to maintain a team environment to accomplish the tasks necessary to serve and support the company
- Flexible to accept additional assignments as requested by leadership
- Cross-train for other positions to cover when necessary
- Professionalism while representing SENT (onsite, professional and community events and via communications)
- Participate and attend meetings as requested
- Recommend policies and procedures as they relate to the area of responsibility
- Timely responses to inquiries for information to customers, staff, BOD, and vendors
- Comply with federal, state, and local laws
 - Follow SENT's policies and procedures
- Other duties as assigned

Performance Measurements and Accountability:

- Accurate and timely completion of the work assignment
- Collaborative relationships are developed and maintained with clients and staff (internal and external)
 - Team player that accomplishes work tasks in collaboration with others
 - Ability to change while accepting and supporting management decisions
- Achievement of objectives as outlined by leadership
- Strict confidence and confidentiality
 - Maintain HIPAA compliant documentation in a timely manner
- Arrive and depart from work timely per schedule
- *Recommended Training: Christian Community Development Assoc (CCDA); Trauma practices and experience with at-risk communities*
- Meets the state licensure requirements
- Ability to effectively write detailed reports and correspondence
- Ability to communicate well and in writing, with parents, patrons, staff, and students
- Ability to speak in front of large and/or small groups

Qualifications: (Knowledge, Skill, and Ability)

- Masters Social Work or equivalent, licensed or provisionally licensed
- Counseling experience, 3 years preferred
- Bilingual Spanish, preferred
- Resident or willing to move to Topeka, KS, preferred
- High level strategic planning skills
- Ability to make effective decisions that produce positive results
- Ability to communicate effectively through both oral and written communication
- Attention to detail
- Ability to organize work and projects to ensure timely completion
- People skills: collaborative spirit, compassionate, and team player
- Valid Kansas driver's license
- Excellent leadership, management, and communication

- Knowledgeable and willing to support the mission, vision, values, and strategies of SENT
- Expressed ability and/or references in:
 - Hard work, detailed, organized, enjoyable to work with
 - Follow through, accountable and independent execution
 - Compassionate, perseverance, patient, and empathetic
 - Able to define necessary boundaries with coworkers, families, and others
- Demonstrated ability in working with children, families, volunteers, and community leaders
- Demonstrates leadership ability, interpersonal skills, and organizational skills
- Demonstrates excellent teamwork skills and working together to achieve successful outcomes
- Demonstrates emotional maturity and stability and the ability to handle crisis situations
- Demonstrates independent work skills to guide effective decision making and positive results
- Must clear a background check

Candidates that are that are diverse or are bilingual, Spanish speaking, are highly encouraged to apply. SENT is committed to serving the Hi-Crest Neighborhood located in Topeka, KS. We recognize the diversity in our community and value unique strengths of individuals in supporting those who we serve.

Physical Demands:

- Speaking, hearing, visual, mobility, dexterity, consistency of temperament, multitasking stamina for stressful situations
- Fast-paced environment; some lifting, sitting, standing, walking at will
- Lift and move items up to 50 pounds
- Sit for extended periods of time
- Ability to concentrate on detailed information
- Ability to work on the computer for several hours at a time
- Ability to bend, kneel and reach items
- Must be able to speak and listen effectively
- Vision abilities for close vision, color vision, peripheral vision, and depth perception

Work Environment:

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job.

- This is a non-smoking work environment, including all premises and other such areas
- Travel may be required, along with that entails standard travel risks

I can perform this job without accommodation

I need accommodation to perform this job

I have read and understand all aspects of the Job Description and agree that I am fully capable to perform the essential functions as outlined. If accommodation is necessary, I will speak with the appropriate individual. I agree to perform to the best of my ability.

This job description is only a summary of the typical functions of this position, not an exhaustive nor all-inclusive list of all possible job responsibilities, tasks, duties, knowledge, skill, and ability required to perform this job. Responsibilities and requirements may vary. This job description does not state nor imply that these are the only activities to be performed by the team member holding this position. Staff are required to follow other job-related instructions and perform other job-related responsibilities as requested by management. Job descriptions are not intended to and do not create employment contracts. SENT maintains its status as an at-will employer. Team members can be terminated at any time, for any reason not prohibited by law.

Team Member signature:

Date submitted:

By checking this box, I verify the above is my electronic signature