

**Erie County Health Department**  
**Erie County Community Health Center**  
**Job Posting #2024-08**  
*Equal Opportunity Employer*

<b>Position:</b>	<b>Behavioral Health Counselor</b>
<b>Division:</b>	<b>Behavioral Health</b>
<b>Contact Person:</b>	<b>Kari Swenson, Human Resources</b>
<b>Salary:</b>	<b>Commensurate with experience (Pay Range: \$32.00 - \$44.00)</b>
<b>Working Hours:</b>	<b>Typical hours are 8:00 a.m. – 4:30 p.m. Evenings, weekends, &amp; holidays will be required and is based on Agency need &amp; emergent issues.</b>
<b>Posting Opens:</b>	<b>Monday, January 1, 2024</b>
<b>Posting Closes:</b>	<b>Friday, June 28, 2024, at 4:30 p.m. or until filled</b>

### Qualifications

- Graduation from an accredited graduate school with a Master's degree or higher in counseling, social work, psychology, marriage, and family counseling or a closely related field.
- The candidate possesses credentials that allow for the practice of clinical services by either Ohio state licensure, graduate, or doctoral degrees, and / or supervision by other state-licensed providers.
- Must maintain professional credentials above and stay current, valid, and unrestricted.
- It is expected and encouraged that the candidate works to gain independent licensure through education and certification assistance programs.
- CPR certification within one month of employment.
- Valid Ohio driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.
- National Incident Management System (NIMS)/Incident Command System (ICS) 100.c, 700.b, and 200.c certifications within one month of employment.

### Major Responsibilities

The purpose of this position is to provide professional mental health services; provide clinical and casework services, perform counseling and treatment for mentally and emotionally traumatized clients and their families; and perform related work as required within the Erie County Health Department and Erie County Community Health Center. Mental Health and Behavioral Health Services are essential to assure the successful achievement of the Agency's vision, mission, organizational goals, strategic priorities, and management by objectives (MBOs).

The Behavioral Health Counselor will be responsible for providing basic care, therapy, and assistance to patients with mental and behavioral health issues. This position requires the ability to identify issues, proactively implement strategies and solutions in a logical and timely manner.

### Essential Functions

Performs the following functions within the framework of the Erie County Health Department and the Erie County Community Health Center's provision of the core functions and essential services of public health:

- Conducts psychosocial evaluations and provides therapeutic interventions.
- Evaluates the individual and family systems as well as assess client's functioning within work, family, and routines of daily living and identifies areas needing continued support, resources, and treatment to assist clients.
- Maintains client records to reflect course of treatment and provides required documentation. Provides follow-up and aftercare planning services as needed. Expeditiously discharges inactive clients.
- Provides emergency services during work hours and after hours as assigned.

- Prepares clinical assessments, treatment, case management, consultation, referral, and education according to the individual's professional discipline. Services shall be provided within the scope of practice of the individual.
- Collaborates with other staff members to perform clinical assessments and develop treatment plans.
- Consults about medications and other treatments to patients with Medical Director and / or physicians.
- Evaluates the effectiveness of counseling programs and clients' progress in resolving identified problems and moving towards defined objectives.
- Modifies treatment activities and approaches as needed to comply with changes in clients' status.
- Participates in the analysis of data to identify trends, health problems, environmental health hazards, and social and economic conditions that adversely affect the public's health.
- Conducts comprehensive reviews of scientific evidence related to public, behavioral issues, concerns, and interventions.
- Recognizes and appropriately intervenes in crisis situations.
- Supervises patients to ensure their safety and well-being.
- Observes patient behavior.
- Keeps meticulous records.
- Reports any changes in mental, behavioral, or physical health to medical staff forthwith.
- Plans, and leads individual, or group therapy to address patient issues as needed.
- Participates in Agency's efforts to achieve and maintain local health department accreditation from the Public Health Accreditation Board.
- Promotes and facilitates the incorporation of Agency core values and strategic initiatives into daily service delivery.
- Fosters a work environment where continuous quality improvements in service and professional practice are pursued.
- Adheres to applicable Occupational Safety and Health Administration standards, such as those concerning exposure to bloodborne pathogens, toxic substances, airborne pathogens, or exposure to other hazards during routine assignments or assignments during public health emergencies.
- Collaborates in developing a work environment where performance management, continuous quality improvements in professional practice is pursued.
- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups.
- Must follow all safety policies and procedures to ensure an accident-free workplace.
- Develops and implements treatment plans based on clinical experience and knowledge.
- Coordinates public health, and behavioral health services with public health, and behavioral health professionals and investigators from other agencies and jurisdictions, including, but not limited to, the Ohio Department of Health and the Centers for Disease Control and Prevention.
- Collaborates in the development of evidence-based public health, and behavioral health practices and programs in collaboration with universities, other nursing agencies, businesses, trade associations, other staff, and the public.
- Collaborates in the development, implementation, tracking, and evaluation of long- and short-range policies, procedures, plans and programs for public health in Erie County.
- Collaborates in and contributes to individual, team, and Agency performance management, quality improvement, and evaluation activities.
- Adheres to ethical principles in the collection, maintenance, use, and dissemination of data and information.
- Updates Agency Strategic Plan, Workforce Development Plan, Quality Improvement Plan and Performance Management Plan as necessary monthly.
- Maintains, updates, and uses computerized data management systems and utilizes informatics to improve program operations.
- Encourages clients to express their feelings and discuss what is happening in their lives and helps them to develop insight into themselves and their relationships.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles, and physical abilities. Examples of methods may be: one on one, group sessions, media interviews, story boards, website, and Facebook.
- Provides public health and behavioral health expertise to the Agency.
- Assures that the delivery of public health, and behavioral health services are evidence-based and/or best practices and builds the scientific basis of public health.
- Links patients, clients, or family members to community resources, a medical and dental home, and specialists as necessary.
- Ensures compliance with relevant state public health practice guidelines, community standards of care, and Federal and State laws and regulations.
- Assures a safe working environment in the Agency.
- Participates as a member of the response team to prevent, minimize, and contain adverse health events and conditions resulting from communicable diseases; food, water, and vector-borne outbreaks; chronic diseases; environmental hazards; injuries; and health disparities.

- Participates in development and delivery of programs and activities for individuals, families, and population groups that promote health and prevent disease, in settings including, but not limited to all Health Department buildings/sites, homes, community organizations and businesses, schools, and the community in general.
- Participates in the development of and contributes to individual, team, and Agency quality improvement, performance management and evaluation activities.
- Provides specialized and/or technical agency and program specific information that requires limited interpretation of established policies, procedures, and other relevant sources to internal and/or external customers.
- Interviews internal and/or external customers to establish program-specific documentation and/or identify services needed.
- Relates public health science skills to the Core Public Health Functions and Ten Essential Services of Public Health.
- Applies public health science to deliverables and maintains an updated program attainment **system**.
- Provides leadership for the growth and expansion of behavioral health services offered by the Erie County Health Department and Erie County Community Health Center
- Advocates on behalf of vulnerable individuals and populations; participates in assessing and evaluating health care services to ensure that people are informed of available programs and services and are assisted in the utilization of those services.
- Performs public health emergency response duties as assigned and consistent with job classification and training provided, in response to threats to the public's health.
- Participates in Agency and community emergency response training and drills in support of disaster preparedness consistent with job classification.
- This position will be responsible for using quality improvement (QI) and performance management (PM) processes and/or techniques to improve the effectiveness of the public health programs. This includes, but is not limited to: creating, implementing, and evaluating performance standards and identifying, implementing, and assessing program quality improvement processes.
- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups, and contributing to a work environment where continual improvements in practice are pursued.
- Performs other duties as assigned consistent with job classification.
- Greets visitors and stakeholders in a friendly, competent, professional, and informed manner.
- Responds to questions with timely, accurate and complete information.
- Answers and redirects incoming calls as appropriate.
- Follows all regulations and requirements pertaining to public health, and behavioral health, federally qualified health center (FQHC), and Agency policies toward the workplace.

## Special Requirements

- Intervenes in crisis situations.
- Treats others with courtesy and respect in all interactions.
- Responds with flexibility to changing needs.
- Manages multiple tasks and deadlines.
- Supports and promotes the Agency's vision, mission, and core values.
- Graduation from an accredited graduate school with a Bachelor's degree or higher in counseling, social work, psychology, marriage, and family counseling or a closely related field.
- The candidate possesses a license that allows for the practice of clinical services, LSW, LPC or greater.
- Must maintain a professional license and stay current (not revoked, suspended, or lapsed in registration), valid and unrestricted.
- Valid Ohio driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.
- National Incident Management System (NIMS)/Incident Command System (ICS) 100.b and 700.a certification within one month of employment.
- Knowledge of clinical diagnoses for behavioral health population.
- Ability to problem solve and de-escalate crisis situations.
- Requires experience with individual, family, and group therapy practice.
- Knowledge of the core functions and essential services of public health.
- Requires experience or understanding of underserved populations or behavioral health populations.
- Ability to observe patient behavior and report any changes in mental, behavioral, or physical health to medical staff.
- Knowledge of current trends in mental hygiene, behavioral health, public health, and social services, including State and Federal programs in these areas.
- Ability to interact with clients in a therapeutic way.
- Knowledge of general office principles and practices.

- Knowledge of software applications relative to the position assignment.
- Knowledge of basic accounting and mathematics.
- Knowledge of proper English grammar, usage, and spelling.
- Knowledge of action tracking on specific work assignments or other items related to work position.
- Ability to keep accurate reports and records.
- Organizational skills.
- Requires a self-starter with the ability to work both independently and as a team member in a professional environment.
- Good natured with a positive attitude; able to perform under pressure.
- Ability to interact effectively and in a supportive manner with patients, stakeholders, and public peers.
- Always courteous and respectful regardless of race, creed, family and/or economic situation.
- Bilingual language skills a plus.
- Ability to use good judgment and persistence in overcoming challenges, addressing conflicts, and solving problems.
- Effective oral and written communication skills, including phone skills and etiquette.
- Attention to detail, and adherence to established policies and procedures required.
- A problem solver, with the ability to organize and prioritize responsibilities.
- Is flexible, and able to embrace and implement change.
- Touch typing/keyboarding with speed and accuracy.
- Working knowledge of Windows personal computer, Microsoft Word, and Excel.
- Knowledge and understanding of Patient Centered Medical Homes (PCMH) process.
- Knowledge and understanding of public health accreditation process.
- Criminal background verification required.
- Ability to time budget in areas of workforce development and Agency duties.

**Due to the need for all Health Department personnel to respond to public health emergencies, the employee must be assessed for his/her ability to meet the physical demands of performing the following activities:**

- Engage in the following movements: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, and writing and repetitive motions.
- Must be able to be fitted and wear NIOSH 95 mask. (Requires the elimination of facial hair/beard.)
- Exert up to 50 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Hearing ability sufficient to communicate with others effectively in person and over the phone.
- Ability to hear and respond to internal or external emergency or evacuation alarms.
- Visual ability must be sufficient to read typewritten documents, computer screen and drive a car.

If unable to demonstrate these abilities based upon a standardized, objective assessment performed by external occupational health professionals, all reasonable accommodations will be made, in compliance with the Americans with Disabilities Act and any other applicable Federal and Ohio law.

### Working Conditions

- General office settings in health department facilities, as well as occasionally in community sites including clients' homes and workplaces.
- Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from off-site locations may subject workers to increased risk of driving hazards. Community locations may subject workers to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals, and animals.
- In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging atypical or hostile behaviors and/or communication.
- May include alternate sites, temporary locations and/or multiple locations depending on the public health emergency.

### Equipment Used

Including, but not limited to computer, fax, copier, scanner, calculator, multi-line telephone, cell phone, camera, video recorder, public health and medical equipment and supplies related to duties, and personal vehicle.

**Bloodborne Pathogen Risk Code:**  None  Low  Medium  High

**Qualified Applicants**

Qualified applicants should visit [www.eriecohealthohio.com](http://www.eriecohealthohio.com) where current job postings can be viewed, and an application is available to complete. A completed Erie County Health Department employment application must be date/time stamped in the Human Resources Office prior to 4:30 p.m. on June 28, 2024. EOE/AA/ADA

Approved for Content & Posting \_\_\_\_\_  
*Peter Schade MPH, RPHS*  
Erie County Health Commissioner Date 1/1/2024