

**SBHC BEHAVIORAL HEALTH COUNSELOR
Job Description**

POSITION TITLE: Behavioral Health Counselor LMHC, LPCC, LMSW, or LCSW
REPORTS TO: SBHC Director
Work Day: Minimum 7.5 hours daily
Contract Days: 183 school year
Start Date: 2023/2024 school year
Salary Schedule: Licensed Salary Scale
Classification: Exempt
Duty Station: SBHC Portable located at Ruidoso High School

ESSENTIAL FUNCTIONS

1. Represents REC IX and its programs and its member districts in a positive manner, interacting with the general public and colleagues.
2. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
3. Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of REC IX programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
4. Attendance on a regular basis consistent with the REC IX attendance policy is required. Attendance at mandatory REC IX or program meetings and professional development is required.
5. Promptness is required including being present in the assigned work place at set times and on a daily basis in order to provide consistency and continuity of educational services. Promptness for mandatory REC IX or program meetings and professional development is required.
6. Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner are required.
7. The ability to demonstrate flexibility in the performance of various job functions is required.
8. Inter-departmental planning and programming collaboration is required and cross-program overflow assistance when needed is required.
9. Maintaining an atmosphere that protects the privacy and confidentiality of student and personnel records and information is required.
10. Understanding and compliance with the RECIX employee policy manual, technology policy, and R9 tracking system are required.
11. Performs initial and ongoing evaluation with use of standardized tests, customized measures and/or

observations to evaluate children in the areas of mental health disorders or problems in accordance with federal/state/district regulations and policies and procedures and consistent with professional licensing.

12. As determined by evaluation, plans and administers treatment plans designed to support the student's identified mental health and wellness goals.
13. Utilizes treatment procedures consistent with areas of competence and best practices, ethical guidelines, and professional licensing.
14. In accordance with policies and procedures, obtains, integrates, and interprets evaluation information and progress to support therapeutic goals as specified in a student's treatment plan.
15. In a professional manner and where allowed by release of information, provides information to the student, family and personnel involved in the student's educational and home life to support the mental health goals of the student.
16. In accordance with HIPPA, refers and/or collaborates with outside agencies/professional personnel, to obtain requested student information to support the student's evaluation and/or mental health goals. Adheres to SBHC policies and procedures in collaborating with outside agencies/personnel.
17. Demonstrates knowledge and compliance with all professional standards of conduct and professional ethics.
18. Adheres to district policies and procedures while on district campus.
19. Documents services to students as identified in the treatment plan according to professional board standards and consistent with SBHC policies and procedures and Medicaid requirements.
20. Completes all record keeping and reporting documentation in a timely, comprehensive and accurate manner. Session notes and superbills shall be completed within 24 hours of the therapy meeting.
21. Competency in information storage and retrieval methods, including maintaining charting for all behavioral health encounters including the use of Electronic Health Records (EHR) and required technology skills.
22. Responsible for planning, conducting, and evaluating in-service training programs on mental health and related topics for staff, families, students and community, as requested by the supervisor.
23. As required, travels from site to site on a daily basis and as emergencies arise.
24. Interacting positively with the public, colleagues, school staff members, and children/families.
25. Commitment in improving the health care of students and their families.

26. Assisting School Health staff in the intake process for School Based Health Centers.
27. Understands and implements clinic standards that follow the Benchmarks and Standards set forth by the Department of Health- Office of School And Adolescent Health, the Region IX SBHC Policies and Procedures and any local policies affecting operations at the Clinic.
27. Participates with the entire SBHC staff to provide integrated care for patients, Quality Improvement projects and Patient Centered Medical Home actions.
28. Demonstrates understanding and compliance with HIPAA and the state laws that govern confidential services and confidentiality at the SBHC and compliance with FERPA.
29. Providing behavioral health care for patients at the REC IX School Based Health Centers as assigned;
 - Provide services that follow best practices in patient care
 - Crisis situation to coordinate required services or to resolve emergencies
 - Collaborate with other staff members to perform clinical assessments and develop treatment plans
 - Meet with school staff, families, probation officers, community resources as necessary and comply with patient confidentiality
 - Have knowledge of community resources and referral process as needed
 - Conduct group and individual counseling sessions
 - Utilize Telehealth resources to provide services to remote sites as needed
 - Coordinate/case management of all patients of staff psychiatrist and assist with monitoring clients' use of medications.
 - Supervise other counselors, social workers, and assistants, as requested by supervisor
 - Conduct student education/prevention classes and youth engagement activities.
30. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

QUALIFICATIONS

Master's Degree or above from an accredited college or university with emphasis in counseling or social work. Must hold a valid and active license with the State of New Mexico Board of Licensure (LMHC, LMSW, LPCC, LCSW) with LCSW or LPCC preferred. May be licensed by the State of New Mexico Public Education Department (school social worker or school counselor). Area of specialty must be appropriate for children/youth services. Three years of successful work experience in public schools/institutions of higher education, clinical setting, or private practice. Must demonstrate strong written, verbal, and interpersonal skills.

PERFORMANCE RESPONSIBILITIES/WORKER TRAITS

Aptitudes: ability to work under minimal supervision. Must exercise initiative and judgment in performing a job. Ability to understand oral and written instructions. Writing ability used for

communication, reports, budgets, and health records. Verbal communications to describe, explain, detail, and give instructions. Motor ability to coordinate eyes, hands, fingers, in the operation of office equipment. Visual ability to see and read reports, documents, and records. Auditory capable of phone communication and interaction with other individuals.

Working Environment

The usual and customary methods of performing the jobs' functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for **Behavioral Health Counselor**.

I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____