



MISSION

Delivering patient centered, accessible, quality-driven, medical, dental, and behavioral healthcare, to all generations to strengthen the health status in the communities we serve, regardless of the ability to pay.

JOB DESCRIPTION

POSITION:

**Licensed Professional
Clinical Counselor (LPCC)**

Reports to:

Behavioral Health Director /
Chief Operations Officer

Revised:

December, 2016

Department:

Clinical

FLSA:

Non- Exempt

Position Summary: Under the supervision of the Behavioral Health Director, the LPCC as a part of the primary care team, is responsible for providing standardized counseling/talk therapy, for NCHC's Patient with mild to moderate mental health conditions who are referred by NCHC's physicians and mid-level providers. The LPCC will work to address other social needs of patients and will utilize area referral sources for needed specialty care, hospitalization, or advance psychiatric assessments and treatments.

Supervision Exercised: None

Position Responsibilities:

1. Receives referrals from NCHC's physicians and mid-levels.
2. Assess the mental and behavioral health status of referred patients.
3. Provide counseling/talk therapy to scheduled patients utilizing professional counseling standards.
4. Formulates differential diagnosis of mild to moderate mental health conditions.
5. Formulates short-term and long-term counseling plans for patients under care.
6. Consults with medical director and other providers regarding complex patients and regarding prescription medications prescribed by providers.
7. Identify patients with urgent mental health conditions (e.g. suicidal, homicidal, psychotic, etc.) and make appropriate referrals to available emergency or psychiatric treatment facilities.
8. Provide written document of counseling sessions, assessments, interventions, and recommendations for NCHC's providers and to meet requirements for medical records documentation.
9. Provide non-scheduled urgent assessment of patients with medical clinic appointments.
10. Provides group and family therapy session as indicated.
11. Assist Behavioral Health Director in developing protocols for NCHC's counseling services and criteria for outside referrals for advanced/emergency psychiatric care.
12. Provides in-service training on relevant topics for co-workers as requested.
13. Participate in a team management approach to patient care/treatment.
14. Maintain an understanding of how behavioral health priorities are administered under State of North Dakota DHSS guidelines, consult with specialists and colleagues to review and participate in the care of patients receiving indirect/contract medical services.
15. Maintain quality care through participation in peer review, policy development and quality improvement programs.
16. Maintain appropriate documentation of clinical and counseling services, including all necessary billing information. Ensure accurate and consistent use of encounter forms for all client contracts with behavioral health providers to ensure accurate billing of third party resources
17. Maintain and update professional knowledge and proficiency through continuing education, staff meetings, workshops and serving on special committees.
18. Performs other duties as assigned.

The Licensed Professional Clinical Counselor works under the direct supervision of the Behavioral Health Director/Executive Director or Designee, who provides general instructions. Work is assigned in terms of functional/organizational objectives. The Behavioral Health Director/Executive Director or Designee will provide guidance in unusual situations which do not have clear precedents and on an as-needed basis. The employee works independently, resolves problems on the basis of past precedent; exercises judgment in interpreting guidelines and applicability; and ensures deadlines are met. The employee plans and carries out various stages of a project by selecting and pursuing approved methods and techniques as appropriate. Assignments are reviewed for quality and compliance with established policies and procedures.

LEGAL CONCEPTS

1. Maintain confidentiality
2. Follow federal, state and local legal guidelines
3. Follow license criteria when licensure applies
4. Maintain HIPAA compliance

Position Qualifications:

1. Skill in providing professional counseling/talk therapy according to established standards of care; excellent customer service and support skills.
2. Organizing and prioritizing workload and meeting deadlines; and excellent written and verbal communication.
3. Ability to successfully counsel patients for improved mental and behavioral health.
4. Work with physicians, mid-levels and other members of medical care teams to evaluate patient conditions and develop comprehensive care plans.
5. Successfully refer patients to mental health specialists and other community resources as appropriate.
6. Interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, ethnic and professional backgrounds.
7. Work effectively with managers, co-workers, members of the public and professional groups; to manage and coordinate activities and projects.
8. Communicate effectively, clearly, concisely with others (internal and external customers, both verbally and in writing); to consistently demonstrate positive/proactive customer service attitude; to consistently maintain ethical behaviors exemplary of quality public service or fair standards, inclusively, among all employees and members of the public.
9. Work as an effective team member; function independently, exercise sound judgment and initiative.
10. Be flexible to shift priorities and to maintain confidentiality.
11. Establish and maintain effective interpersonal work relationships, to effectively assist medical providers; to work toward goals and objectives of the established NCHC Strategic Health Plan.
12. Follow NCHC's Clinical practice guidelines and all applicable policies, including adhering to the mission, vision, and Guiding Principles; to receive constructive feedback including evaluation of one's productivity and practice attributes.
13. Be available to accept new assignments as needed.

Minimum Qualifications:

1. Ability to perform each position responsibility satisfactorily with or without reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position.
2. Ability to understand that safety is a condition of employment. Unsafe acts or conditions will be reported to the supervisor or a member of the management team.
3. Must be computer literate with ability to enter information in the NCHC EHS system and compile reports or data as requested.
4. Must be able to read, write and speak English.

Education and/or Experience:

- Completion of an accredited program with certification and licensure as a Licensed Professional Clinical Counselor in the state of North Dakota.

License and / or Certification:

- A Licensed Professional Clinical Counselor – (LPCC) At least two years of full-time experience in outpatient mental health counseling preferred.
- Current CPR
- Valid North Dakota Drivers License
- Must possess current North Dakota licensure as a Licensed Professional Clinical Counselor
- Must be able to meet and maintain current NCHC credentialing and privileging requirements.

Special Requirements:

- Must be willing to travel between NCHC health centers.
- Must be willing to work evening hours and weekends if necessary.

Appearance Standards: This position shall follow the appearance standards as outlined in the NCHC Personnel Appearance Policy.

While performing the duties of this position, the employee is exposed to weather conditions prevalent at the time. The employee may experience exposure to dust, pollens, pollutants, fumes, and communicable diseases as related to the health care environment. The noise level in the work environment is usually moderate.

Physical Requirements:

| NCHC CLINICAL STAFF | | | | |
|-----------------------|--|--------------|------------|------------|
| | Not Applicable | Occasionally | Frequently | Constantly |
| Stand | | | X | |
| Vision – near | | | X | |
| Vision – w assistance | | | X | |
| Walk | | | X | |
| Sit | | | X | |
| Reach outward | | X | | |
| Reach above shoulder | | X | | |
| Climb | X | | | |
| Crawl | X | | | |
| Squat/kneel | | X | | |
| Bend | | X | | |
| Lift/Carry | | | | |
| 10lbs or less | | | X | |
| 11-20 lbs | | X | | |
| 21-50 lbs | | X | | |
| 51-100 lbs | X | | | |
| Over 100 lbs | X | | | |
| Push/Pull | | | | |
| 12 lbs or less | | X | | |
| 13-25 lbs | | X | | |
| 26-40 lbs | X | | | |
| 41-100 lbs | X | | | |
| Not Applicable | Activity does not apply to this position | | | |
| Occasionally | Position requires this activity up to 33% of the time (0-2.5 hours per day) | | | |
| Frequently | Position requires this activity from 33%-66% of the time (2.5-5.5 hours per day) | | | |
| Constantly | Position requires this activity more than 66% of the time (5.5 hours + per day) | | | |

Travel: is not required It is anticipated that travel will be: 5% - 10% 50% - 75%
 10% - 25% 75% - 90%

The specific statements shown in each section of this Job Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The job’s responsibilities/tasks may be modified and/or expanded over time. Northland CHC will inform the employee when changes in the respective job description are made.

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|---|-----------|------|
| <p>I have read and understand the duties / physical requirements indicated in this job description and acknowledge that I am able to perform these duties with or without reasonable accommodation. I understand that failure to adhere to these responsibilities could be grounds for disciplinary action up to and including termination of employment.</p> | | |
| Print Name | Signature | Date |