

Name:

Title: **Treatment Counselor**

Wage Classification: **Non-Exempt**

Date of Preparation:

Department: **Residential Programs**

Status: **Full-Time**

Supervisor: **Program Manager**

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### **Position Summary**

Treatment Counselors (also known as Direct Care staff) are responsible for providing therapeutic interactions and supervision to youth who are placed at BBH due to emotional and behavioral problems. Under the supervision of the Program Manager, Treatment Counselors are responsible for implementing appropriate treatment strategies with the students, timely documentation, cleaning duties, cooking duties, psycho-educational groups, and physical activities. The treatment counselor must adhere to standards and regulations set by BBH, State of Alaska and the Council on Accreditation. Duties are carried out in accordance with BBH Policies and Procedures, Mission, Values, Philosophy of Care and safeguards to protect the privacy of health information in compliance with the HIPAA Privacy Rule. Treatment Counselors assume additional duties as assigned and may have responsibilities altered during the course of employment.

### **Essential Functions of the Position**

- Provide individual and group therapeutic behavioral health interventions with clients
- Demonstrate complete familiarity with a client's treatment plan and targeted goals
- Participate in treatment team meetings to develop and review client goals as requested by Clinicians
- Actively works towards developing and maintaining a therapeutic relationship with clients and their families
- Teach and model life skills in all interactions with clients and co-workers
- Provide medicaid compliant documentation for billable and non-billable services by the next business day
- Follow mandatory reporting laws with any and all incidents of harm within 24 hours
- Ensure consumer confidentiality as prescribed by agency policy and federal law
- Actively engages in supervision and implements re-training
- Have the ability to engage in physical and recreational activities
- Ability to communicate effectively in English, both orally and in writing
- Demonstrate an understanding and sensitivity to serving a culturally diverse/and or special needs population
- Understand and comply with all agency policy and procedures, plans, program requirements and protocol
- Attend and participate in meetings, committees and trainings as assigned
- Provide transportation for clients as needed
- Maintain a positive, professional relationship in the community, i.e. schools, recreational centers, and other off-site activities
- Prepare and cook meals for clients
- Maintain a clean and organized living environment for clients

- Implement milieu schedule and program procedures consistently
- Provide interactive psycho-educational groups
- Work closely with the residential clinician and treatment supervisor to provide quality services
- Assist clients in self-administration of medications as needed

## **Position Requirements**

**Education/Experience:** In accordance with State of Alaska residential care licensing regulation and Medicaid the Treatment Counselors must at least twenty-one years of age. It is preferred that Treatment Counselors have a have earned a Bachelor's degree, or a combination of four years of formal education and experience working with children may be substituted for the Bachelor's degree.

**Licensure:** All employees of BBH must meet and maintain all statutory, regulatory and licensing requirements of the Department of Health and Social Services (DHSS) and Federal Medicaid standards. It is the responsibility of the employee to notify BBH immediately if they no longer meet requirements. All information regarding these requirements can be located at the DHSS website. ([www.hss.state.ak.us](http://www.hss.state.ak.us))

## **Knowledge, Skills & Abilities:**

- Treatment Counselors must have the ability to relate to and experience in working with emotionally disturbed children/adolescents and their families
- Ability to work well in a team setting and communicate effectively with others
- Ability to self-regulate emotions in crisis situations and respond in a therapeutic and professional manner
- Must be able to read, write, and speak English
- Knowledge and understanding of all agency protocol, policy, procedure, plans program requirements
- Must demonstrate display an understanding and sensitivity to serving a culturally diverse and/or special needs population
- Must possess a clean driving record and have a valid state of Alaska driver's license along with a valid certificate of insurance and auto registration.
- Must be able to pass a state and federal background check
- Must be organized, efficient, and able to multi-task

**Physical Requirements:** Treatment Counselors must be able to: drive and transport students in agency vehicles; move quickly throughout living unit and outdoor area in order to monitor/supervise student activities, perform emergency procedures, etc. Ability to legibly produce reports regarding students and cottage events; transport self within and possible outside of the Anchorage Borough to meet with schools, families, and other involved parties; supervise and assist students with chores; operate washer and dryer, sort, fold and store laundry; participate in the maintenance of a clean living unit and grounds(shoveling/sweeping snow, raking, picking up trash, etc.); pick-up, carry and store groceries, household and program items; and supervise and participate in recreational and leisure time activities. Treatment counselors must have the ability to perform sedentary work as well as to be engaged in physical exercise with consumers such as running, walking, hiking, etc. They must demonstrate the ability to perform CPR and First Aid and other physical crisis interventions, as approved by the agency.

**Working Conditions:** Work is primarily performed at the Birchwood Behavioral Health, however, will include activities in the community and occasionally beyond.

**Driving Requirements:** Must be able to drive, have a reliable vehicle, and have a valid certificate of insurance for driving a vehicle for transportation between various locations within the Anchorage area.

**Core Values**

**INTEGRITY:** We recognize that in all of our activities and decisions we must place our professional responsibilities over our personal interests.

**QUALITY:** We recognize that every service that we provide should be completed to the best of our abilities and resources.

**SAFETY:** We recognize the importance of providing a safe environment for both our clients and our employees.

**ACCOUNTABILITY:** We recognize the need to be good stewards of resources that God has provided to us.

**SPIRITUALITY:** We recognize that all people have Spiritual needs and we encourage, but do not require, each client to grow in their relationship to and daily walk with Jesus Christ.

**Philosophy of Care**

- Student behaviors are viewed as symptoms *-they are not done on purpose*
- Treatment is complex *-there needs to be a balance between flexible and rigid*
- Student's need predictability of environment and people
- Treatment is something done *with* a student; not *to* the student
- When students succeed; staff succeed

**Disclaimer**

*This Position Description reflects Birchwood Behavioral Health's best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. Treatment Counselors assume additional duties as assigned and may have responsibilities altered during the course of employment. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not a contract as Birchwood Behavioral Health is an at-will employer. Neither you nor BBH is required to provide notification or just cause for separation of employment. Your signature indicates you have read this Position Description, understand and agree to the essential functions, qualifications of the job, the agency's at-will status, and that you know of no reason why you cannot perform the essential functions of this job.*

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Employee Signature

\_\_\_\_\_  
Date