

ASSOCIATE COUNSELOR JOB DESCRIPTION



Full Job Description

The Maynard Counseling Center (MCC) is seeking an Associate Counselor. The Associate Counselor will provide treatment to individuals and groups experiencing mental health difficulties stemming from relational loneliness. The Associate Counselor will collaborate with clinical and administrative supervisors, and other providers, in the provision of various clinical services, including but not limited to advocacy, crisis intervention and risk assessment, evaluations, treatment planning, client education, and individual, family, and group therapy.

The successful candidate will be able to create their own schedule as long as all tasks are completed in a very timely and orderly fashion. Pay is based on experience and education. Offer of employment is contingent upon being a licensed professional counselor associate issued by the Commonwealth of Kentucky, successful background check, drug screen, interviewing of candidate and reference check.

Pay

Starting at \$27 per hour

Schedule

Flexible

Work Locations

Office and Remote

Job Type

Temporary, while holding the LPCA

Benefits

Flexible schedule, Paid supervision, Paid malpractice insurance, Paid association dues, and Incentives. Once reaching full-time status: Continuing education, Health and dental insurance, Paid time off, and Retirement matching.

Supervisory Responsibilities

None

Qualifications

CACREP Masters-degree

Required License

Kentucky Licensed Professional Counselor Associate (LPCA)

Physical Requirements

The physical requirements of this position include regularly sitting for extended periods of time, repetitive motion and occasionally standing or walking with objects up to 25 pounds.

Essential Job Functions

- Deliver evidenced based counseling that provides effective medically necessary treatment of mental and behavioral conditions in individuals and families.
- Assess and integrate historical, psychosocial and medical information into a client's individualized treatment.
- Provide culturally competent services, especially to people of faith, and the ability to integrate faith practices when requested by clients.
- Adhere to the KY Board of LPC code of ethics.
- Monitor the need for continuation of services and/or change in level of intensity of services.
- Utilize Simple Practice, Google Workspace, MyOutcomes, PsychSurveys, and other software and materials in clinical practice.
- Deliver services primarily in outpatient office setting.
- Manage situations involving client risk and provide clinical crisis services to de-escalate crisis situations and promote stability.

Essential Traits for Success

- Personally aligns with MCC's mission and values
- Strong team player orientation
- Multitasking and time-management skills, with the ability to prioritize tasks
- Organized and detail-oriented
- Able to work independently on tasks assigned
- Good communication skills
- Follows through on commitments
- Maintain office security by following safety procedures and controlling access
- Maintain confidentiality of all private client and agency information
- Take responsibility for metrics (tracking incoming calls, scheduled sessions, referral sources)
- Provide assistance to the Security Officer in ensuring compliance is maintained
- Maintain paper and electronic filing systems for records, correspondence, and other materials
- Answer inquiries for health information in client's record in accordance with practice policies
- Ensure calls and emails (e.g., answer phone and email, schedule intake appointments with the appropriate clinician, answer potential client questions) are responded to within the same business day
- Attend staff meeting and trainings as directed by Supervisor
- Other tasks as needed

Interested applicants can apply online at <https://www.kycounseling.org/opportunities> by submitting the application found at this website, a cover letter, curriculum vitae, and a recent writing sample.