



## **Youth Service Bureau Clinical Counselor I - Spanish Speaking**

Job Status: Full-Time

Rate of Pay: \$33.52 - \$33.52

Status: Accepting Applications

### Job Description

**SUMMARY** – The person in this position is responsible for individual, group and family counseling for youth up to 24 years, and their families. The Spanish Speaking Clinical Counselor I is responsible for completing all documentation, notes and requirements as outlined by state, county, and city regulations for operating a Youth Service Bureau. This position requires proficiency in reading, writing, and speaking the Spanish language. The person in this position provides individual, group and family counseling for youth, adults, and families. Services may be provided in-office, via telehealth, or in the community on a flexible schedule. Work involves extensive interaction with community and human service agencies, police departments, government agencies, schools, and the general public. The person must be available to work two evenings per week and will perform their duties under the supervision of the Clinical Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Developing and facilitating psycho-educational groups in schools and in the community, recruiting group members and handling logistics associated with program.
- Providing substance use assessments.
- Providing crisis intervention and short-term informal counseling over the phone and to walk-in clients.
- Provide information/referral resources and referring cases to other service agencies when appropriate.
- Conducting community outreach activities and educational services as needed.
- Maintaining documentation on all cases to include intake summaries, treatment plans, session notes, and other mandated documentation as outlined by state and federal regulation.
- Completing appropriate clinical notes, and other mandated documentation as outlined by state, county, and city regulations for operating a Youth Service Bureau.

- Maintaining strict privacy and confidentiality of patient information in accordance with the Health Insurance Portability and Accountability Act.
- Collaborating with members of the community e.g., school personnel, human service agencies, police, other government agencies and the public in the provision of care to clients.
- Preparing and summarizing data and information for the preparation of routine and non-routine work reports.
- Advocating for and supporting client well-being and growth through collaborations with school personnel, other human service organizations, police, government agencies etc.
- Providing individual, family and group counseling.
- Representing the agency and city at various meetings on local and county levels.
- Maintaining professional certifications, staying updated on pertinent Federal and State statutes and City ordinances.
- Attending staff meetings and development programs, agency trainings or consultations, and weekly case supervision sessions.
- Attending conferences, workshops, and training sessions; reviewing publications and audio-visual materials; remaining current on the principles, practices, and new developments in assigned work areas.
- Willingly and cooperatively accepts other duties and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES – This position has no supervisory responsibilities.

#### MINIMUM QUALIFICATIONS

Background - Applicant must also complete a background examination that may include, but is not limited to, a criminal history check, education and professional certification verification, credit check and drug testing before employment with the City.

Education and Experience – Graduation from an accredited college or university with a master’s degree in Social Work, Marriage and Family Therapy, Counseling or Clinical Psychology or related fields. Background in family counseling with at least one year of clinical experience, or any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Certificates, Licenses, Registrations – Must possess a current and valid license as a mental health professional (Licensed Clinical Professional Counselor, Licensed Clinical Marriage and Family Therapist, or Licensed Certified Social Worker – Clinical) with a background in family counseling. Graduate licensees will be considered. Must possess a current and valid Class “C” Maryland driver’s license, or a comparable driver’s license issued by the employee’s state of residence, and a proven safe driving record. Must possess or be able to attain the following certification in the National Incident Command System (ICS) within six months of employment: ICS-100, ICS-700.

Please apply at <https://www.cityoflaurel.org/baps/jobs>