



Position: Counselor

Center location: Benson

Hours: 7 hours a week, Tuesday and Thursdays 4PM – 7:30PM

Position Purpose: Serve as a mental health counselor and provide individual short- and long-term counseling for clients referred by the Counseling Manager at the EPS Benson location.

Responsibilities:

- Provide direct mental health services to EPS clients that include but are not limited to: intake assessments, individual, couples and group counseling, crisis intervention, counseling consults, and education through teaching.
- Provide follow-up calls to potential, current and former counseling clients as needed.
- Assess client mental status/presenting issues through interviewing, formal assessments and client observations and document into client database.
- Design and implement treatment plans, complete treatment plan updates, maintain accurate therapy notes and all other documentation in a timely manner as required by counseling code of ethics.
- Complete required database entry/documentation associated with each service.
- Place client appointments in eKYROS scheduler on a weekly basis.
- Meet individually with the Counseling manager on a monthly basis.
- Commitment to staying updated on new treatment interventions, best practice protocols and licensure requirements within the mental health field.

Additional Responsibilities

- Attend monthly All Staff meetings
- Follow EPS approved policies and procedures.
- Monitor and maintain client database for accuracy of upcoming and completed appointments.
- Responsible for miscellaneous duties as assigned by Counseling Manager.
- Adhere to ethical professional guidelines by maintaining professional boundaries and client confidentiality at all times.

Knowledge/Skills/Abilities: Commitment to the mission and core values of EPS. Ability to become familiar with the agency services. Ability to problem solve and perform under high-pressure situations and to provide loving, non-judgmental service and care to abortion vulnerable and minded women. Ability to manage multiple projects at one time. Proficient in Microsoft Office (Word, Excel, Outlook and Publisher). Computer literacy to include PC. Excellent verbal communication skills to interact with clients in a professional manner in person and on the phone. Attention to detail and follows policies and procedures. Work independently and team player for projects. Willing to assist with miscellaneous duties as assigned. Bilingual, Spanish speaking a plus!

Experience/Education: Master's degree in Counseling or Social Work. Licensed as a Mental Health Practitioner PLMHP, LMHP, LIMHP, or LCSW in the state of Nebraska, active and in good standing.

Nature and Scope of Accountability: Hired by and reports to the Counselor Manager.

Apply to: Counseling Manager, Susan E. Coffey, scoffey@essentialps.org or by mail. Include your resume and a cover letter.