

Northeast Florida Healthy Start Coalition, Inc. /The Magnolia Project

**Job Description
Mental Health Counselor**

The Magnolia Mental Health Counselor will function as an integral part of the system of care integrating poor birth outcomes prevention and intervention activities to support childbearing women ages 15-44. Work with individuals and in groups to promote optimum mental and emotional health.

Duties and Responsibilities:

1. Coordinate mental health preconceptional and interconceptional services for non-pregnant high risk women.
2. Maintain confidentiality of records relating to participants' treatment.
3. Encourage participants to express their feelings and discuss what is happening in their lives, helping them to develop insight into themselves or their relationships.
4. Collect information about participants through interviews, observation, or evaluation.
5. Counsel participants individually or in group sessions, to assist in overcoming dependencies, adjusting to life, or making changes.
6. Guide participants in the development of skills or strategies for dealing with their problems.
7. Develop and implement treatment plans based on clinical experience and knowledge.
8. Fill out and maintain participant-related paperwork and progress notes.
9. Refer participants, or family members to community resources or to specialists as necessary.
10. Act as participant advocates to coordinate required services or to resolve emergency problems in crisis situations.
11. Counsel family members to assist them in understanding, dealing with, or supporting participants or patients.
12. Evaluate the effectiveness of counseling programs on participants' progress in resolving identified problems and moving towards defined objectives.
13. Discuss with individual patients their plans for life after leaving therapy.
14. Meet with families, probation officers, police, or other interested parties to exchange necessary information during the treatment process.
15. Plan, organize, or lead structured programs of counseling, work, study, recreation, or social activities for participants.
16. Gather information about community mental health needs or resources that could be used in conjunction with therapy.
17. Provide feedback to all agencies involved to include.
18. Participant in case conference.
19. Attends professional development trainings to maintain and enhance professional skills. Attends internal and external meetings as directed.
20. Perform all other duties assigned by the Project Director.

Knowledge, Skills, Abilities:

1. Knowledge of local mental health and human service providers
2. Maintain professional boundaries
3. Professional appearance and demeanor

Basic Qualifications:

Master's degree in the field of Behavior Health and at least 2 years professional experience in direct service, counseling. Experience working with diverse communities, organizations and agencies preferred. Strong communication and writing skills are required. Proficiency in computer applications is required.