



Creating Awareness
Providing Opportunities
Improving Quality of Life

Position: Licensed Mental Health Therapists/Licensed Professional Counselor
Center: Guiding Right, Inc. (GRI)
Location: Oklahoma City, Oklahoma
Salary Range: \$60,000 – \$65,000
FLSA: Full-time, salaried, non-exempt with Benefits
Reports To: Chief Executive Officer or Designate
Grant Funded: Yes

Position Summary: Will provide mental health and/or substance abuse therapy for new and current clients living with HIV who DO NOT participate in the Ryan White program, as well as high risk negative clients, including making PrEP and PEP referrals.

Supervision Exercised: None

Position Responsibilities:

1. Receives referrals from GRI staff and other referring entities.
2. Assess the mental and behavioral health status of referred patients.
3. Provide counseling/talk therapy to scheduled patients utilizing professional counseling standards.
4. Formulates differential diagnosis of mild to moderate mental health conditions and/or substance abuse.
5. Formulates short-term and long-term counseling plans for patients under care.
6. Identify patients with urgent mental health conditions (e.g. suicidal, homicidal, psychotic, etc.) and make appropriate referrals to available emergency or psychiatric treatment facilities.
7. Provide non-scheduled urgent assessment of patients with medical clinic appointments.
8. Provides group and family therapy session as indicated.
9. Prepare monthly productivity reports
10. Prepares reports for quality improvement.
11. Provides in-service training on relevant topics for co-workers as requested.
12. Participate in a team management approach to patient care/treatment.
13. Maintain an understanding of how behavioral health priorities are administered under State of Oklahoma DHSS guidelines, consult with specialists and colleagues to review and participate in the care of patients receiving indirect/contract medical services.
14. Maintain quality care through participation in peer review, policy development and quality improvement programs.
15. Maintain and update professional knowledge and proficiency through continuing education, staff meetings, workshops and serving on special committees.
16. Performs other duties as assigned.

The Licensed Professional Counselor works under the direct supervision of the CEO or Designee, who provides general instructions. Work is assigned in terms of functional/organizational objectives. The CEO or Designee will provide guidance in unusual situations which do not have clear precedents and on an as-needed basis. The employee works independently, resolves problems based on past precedent; exercises judgment in interpreting guidelines and applicability; and ensures deadlines are met. The employee plans and carries out various stages of a project by selecting and pursuing approved methods and techniques as

appropriate. Assignments are reviewed for quality and compliance with established policies and procedures.

LEGAL CONCEPTS

1. Maintain confidentiality
2. Follow federal, state and local legal guidelines
3. Follow license criteria when licensure applies
4. Maintain HIPAA compliance

Position Qualifications:

1. Skill in providing professional counseling/talk therapy according to established standards of care; excellent customer service and support skills.
2. Organizing and prioritizing workload and meeting deadlines; and excellent written and verbal communication.
3. Ability to successfully counsel patients for improved mental and behavioral health.
4. Work with physicians, mid-levels and other members of medical care teams to evaluate patient conditions and develop comprehensive care plans.
5. Successfully refer patients to mental health specialists and other community resources as appropriate.
6. Interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, ethnic and professional backgrounds.
7. Work effectively with managers, co-workers, members of the public and professional groups; to manage and coordinate activities and projects.
8. Communicate effectively, clearly, concisely with others (internal and external customers, both verbally and in writing); to consistently demonstrate positive/proactive customer service attitude; to consistently maintain ethical behaviors exemplary of quality public service or fair standards, inclusively, among all employees and members of the public.
9. Work as an effective team member; function independently, exercise sound judgment and initiative.
10. Be flexible to shift priorities and to maintain confidentiality.
11. Follow GRI guidelines and all applicable policies, including adhering to the mission, vision, and Guiding Principles; to receive constructive feedback including evaluation of one's productivity and practice attributes.
12. Be available to accept new assignments as needed.

Minimum Qualifications:

1. Ability to perform each position responsibility satisfactorily with or without reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position.
2. Ability to understand that safety is a condition of employment. Unsafe acts or conditions will be reported to the supervisor or a member of the management team.
3. Must be computer literate with ability to enter information in the GRI system and compile reports or data as requested.
4. Must be able to read, write and speak English.

Education and/or Experience:

- Completion of an accredited program with certification and licensure as a Licensed Professional Counselor in the state of Oklahoma.

License and / or Certification:

- A Licensed Professional Counselor – (LPC) At least two years of full-time experience as a LPC.
- Valid Oklahoma Driver's License.

- Must possess current Oklahoma licensure as a Licensed Professional Counselor.

Special Requirements:

- Must be willing to travel to provide services.
- Must be willing to work evening hours and weekends if necessary.

Appearance Standards:

This position shall follow the appearance standards as outlined in the GRI Personnel Appearance Policy.

Interested applicants send resume to: Theodore Noel at tnoel@guidingright.org