



4516 Boat Club Road, STE 106  
Fort Worth, Texas 76135  
Phone (817) 238-0106 Fax (817) 238-8333

**Job Description: Full-Time Counselor**

**October 1, 2020**

Counselor offers guidance to individuals, couples, families and teens who are dealing with issues that affect their mental health and well-being. Shows initiative, enthusiasm, compassion and dedication to helping others.

**Education:** Master's degree or higher in counseling psychology or counselor education. Must be a Licensed Professional Counselor or the eligibility for licensure in the State of Texas.

**Job Duties:**

- Help clients examine mental health issues including but not limited to anxiety, depression, substance abuse, trauma, loss, grief, anger management, relationships, blended family issues, LGBTQ issues, self-image, stress and suicide.
- Work with individuals, families, couples, and teens using a variety of therapy modalities.
- Utilize DSM to assign correct diagnosis according to client treatment plan and health insurance requirements.
- Use a holistic "wellness" model (as opposed to an "illness" one) which highlights and encourages client's strengths.
- Refer clients to PCP, psychiatrist, psychologist and other services as needed in follow-up of appropriate care.
- Utilize computer scheduling software program (Theranest).
- Ability to be sensitive to issues of diversity and ability to work in a diverse environment.

**Core Competencies:**

- Excellent time management skills, case management and organizational skills.
- Ability to work both autonomously and as a team-oriented individual.
- Adherence to a strict attendance policy.
- Maintain excellent client retention rate.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgement based on the understanding of organizational policies.
- Ability to communicate effectively – orally, by phone, in person and in writing.
- Ability to accept feedback and attend additional training or educational opportunities in order to grow and learn.

**Full-Time Counselor Daily Job Responsibilities:**

- Full-time caseload of 32-37 *scheduled* clients per week
- Work two Saturday's per month 9:00 AM-3:00 PM
- Work a full four-day work week including 2-3 evenings per week
- Maintain regularly scheduled appointments for clients

**Compensation and Benefits**

- Fully furnished office space
- Average Counselor salary 60k-75k
- Benefits: Medical, dental, vision and life insurance
- Paid time off (PTO)
- Company assistance with insurance paneling