



Behavioral Health Counselor Outpatient Medical Center

GENERAL

The OMC counselor will evaluate patients within their licensed scope of practice and privileged approved by the OMC Board of Directors. The main responsibility of a counselor is to help the patient cure disease. To treat the disease, counselors provide step-by-step treatment to the patients. Counselors accept patients from outside the organization and OMC medical providers. Counselors will also do a summary intake for a pre-psychiatric visit for medication management. The counselor must follow provider expectations. Electronic Health record documentation must comply with OMC policy and procedures, billing and coding requirements, FQHC requirements, and Joint Commission standards.

ESSENTIAL RESPONSIBILITIES

- Engage in a face-to-face discussion with the patient to analyze the problem of the patient and its severity
- Communicate with family members of the patient to collect the patient's history
- Analyze data to find factors that are responsible for the mental illness
- Apply various psychological treatment methods such as CBT (Conjugative Behavioral Therapy) to help patients fight against the stimuli causing diseases
- Help the patients in creating a positive body image and increase their confidence levels
- Provide treatment to prevent relapse
- Analyze the patient's progress and make changes in the treatment plan if the patient is not responding positively
- Arrange sessions in schools, colleges, companies, and communities if needed
- Adhere to OMC's policies and procedures
- Participate in quality assurance and improvement activities including infection control, peer reviews, etc.
- Maintain strict patient confidentiality and comply with all federal and state health laws and regulations
- Record complete, timely, and legible medical records; meeting all clinical business requirements including but not limited to, timely completion of charts, review of test results, coding of encounters, attention to preventive health maintenance, following up with patients, etc.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of general business practices, and state and federal laws, rules, and guidelines.

Skills in providing excellent customer service and support; organizing and prioritizing workload and meeting deadlines; excellent written and verbal communication. They should be able to easily connect with people with profound communication skills.

Ability to interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, ethnic and professional backgrounds; work effectively with managers, co-workers, members of the public and professional groups; manage and coordinate activities and projects; communicate effectively, clearly, concisely with others (internal and external customers, both verbally

and in writing), consistently demonstrate positive/proactive customer service attitude; consistently maintains ethical behaviors exemplary of quality public service and fair standards, inclusively, among all employees and members of the public; work as an effective team member; function independently, exercise sound judgment and initiative; be flexible to shift priorities; maintain confidentiality; establish and maintain effective interpersonal work relationships, work toward goals and objectives of District's Strategic Health Plan and 4C's Governing Board policies including Redesign Handbook of employee expectations; follow Health District policies - including adhering to the Health District's immunization policy and the mission, vision, and Guiding Principles of the Health District; receive constructive feedback; and be available to accept new assignments to meet disaster-related Health District responsibilities.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Counseling, Mental Health, or Social Work.

LICENSE AND CERTIFICATIONS

Licensed MSW or LPC in the state of Louisiana

Current CPR certification

*Approved CEO on November 23, 2022