

Health Care Job Function

HLT Mental Health Counselor III

Grade: 57

Job Code: W0257P

Job Family: Behavioral Health Services

Job Family Matrix: [Behavioral Health Services Matrix](#)

Summary

Counsel clients to promote optimal mental health, individually and in group sessions. Design and implement treatment plans. Assess patient mental status and problems through interviews and observations. Maintain accurate required documentation of patient care.

Typical Core Duties

- Provide diagnostic assessments and outpatient psychotherapy for patients
- Examine issues including substance abuse, aging, bullying, anger management, careers, depression, relationships, LGBTQ issues, self-image, stress and suicide
- Encourage clients to express and share their feelings; help clients develop coping strategies or ways to change behaviors
- Develop and implement treatment plans
- Provide timely and appropriate documentation in patient's medical file
- Provide outreach and consult with University administrators
- Ensure compliance with University policies and procedures and applicable legal rules and regulations

Basic Qualifications

- Master's degree or equivalent work experience required
- Minimum of 5 years' relevant work experience

Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, intermediate Excel skills
- Excellent organizational, analytical, problem solving and interpersonal skills

Certificates and Licenses

- Licensed Independent Clinical Social Worker with current Massachusetts license

Physical Requirements

Working Conditions

- Travel may be required
- May be required to work nights and weekends