



## Heart of Ohio Family Health Centers

### Job Description Clinical Counselor

**Summary:** This position supports the Organization in the following manner:

- Clinical Counselor acts as advocates and help clients gain access to resources while confronting their personal issues, such as mental illness, addiction and abuse.
- Maintains medical records

Fulltime Position:

**Reports to:** Chief Operating Officer

**Supervises:** N/A

**Dress Requirement:** Business Casual

#### **Work Schedule:**

Monday through Friday during standard business hours

Times are subject to change due to business necessity

**Exempt**

**Non-Exempt**

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**Job Duties**, these are considered essential to the successful performance of this position:

- ✓ Assist the providers as needed by administering the highest quality patient care in a sensitive and respectful manner
- ✓ Accurately documentation in appropriate medical record
- ✓ Ensure providers' orders are properly followed
- ✓ Ensure the clinical environment consistently meets all OSHA, HIPAA and health compliance standards
- ✓ Triage patients in office visits, walk-ins and via telephone
- ✓ Perform the tasks of an Independent Social Worker Licensed or Licensed Social Worker
- ✓ Assessment, Treatment plans and ongoing counseling
- ✓ Follows all policies, procedures and work rules
- ✓ Other duties as necessary or assigned

#### **Job Qualifications** (Experience, Knowledge, Skills and Abilities)

- ✓ Must be Licensed in the State of Ohio LISW preferred or LSW
- ✓ Required experience at least one year Counseling

- ✓ Master's Degree preferred
  - ✓ Must have experience in Mental Health and Addiction Counseling
  - ✓ Ability to successfully guide others to create an efficient, harmonious work environment
  - ✓ Knowledge of federal, state and local laws and regulations pertaining to Social Work Licenses
  - ✓ EMR/EHR Preferred
  - ✓ Competency in working sensitively and respectfully with people of various cultures and social status
  - ✓ Skills to expertly deliver exceptional health care to the public
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**Equipment Operated:**

Telephone	Computer	Printer
Fax machine	Waived function testing	Pulse oximeter
EKG	Centrifuge	NST machine
Oxygen	Audiometer	Audio Visual
HBA1C analyzer	Ultrasound	Other office and medical equipment as assigned

**Facility Environment:**

Heart of Ohio Family Health Centers operates in two locations, 882 S. Hamilton Rd, Columbus, Ohio 43213 and 2365 Innis Rd, Columbus, Ohio 43224. Both facilities are a medical office environment with front-desk reception area, separate patient examination rooms, pharmacy stock room, business offices, hallways and private toilet facilities. Both facilities are on the main ground floor and ADA compliant.

This position's primary work area is the clinical portion of the facility; ie, patient examination rooms, hallways, and other clinically assigned areas.

The clinical area is:

- kept at a normal working temperature
- sanitized daily
- maintains standard environment furniture with adjustable chairs
- maintains standard office equipment; ie, computer, copier, fax machine, etc. at a normal working height
- maintains standard medical equipment; ie, EKG machine

**Physical Demands and Requirements:** these may be modified to accurately perform the essential functions of the position:

- Mobility = ability to easily move without assistance
- Bending = occasional bending from the waist and knees
- Reaching = occasional reaching no higher than normal arm stretch
- Lifting/Carry = ability to lift and carry a normal stack of documents and/or files

- Pushing/Pulling = ability to push or pull a normal office environment
- Dexterity = ability to handle and/or grasp, use a keyboard, calculator, and other office or medical equipment accurately and quickly
- Hearing = ability to accurately hear and react to the normal tone of a person's voice
- Visual = ability to safely and accurately see and react to factors and objects in a normal setting
- Speaking = ability to pronounce words clearly to be understood by another individual

**Indicate Frequency of Factors that Contribute to this Position:**

<i>Factor</i>	<i>Frequency</i> , 0 = never, 1 = occasionally, 2 = normally, 3= often, add explanation where needed
Normal, steady work pace	2
Randomly changing work pace	2 Maybe as needed to accommodate the organization (there are 2 ctrs)
Fast, sometimes chaotic work pace	1
Independent decisions made without supervision	3
Exposure to trauma, grief, death, etc	1
Exposure to disease or bacteria	1
Handles closed containers or vials of patients' bodily fluids or tissues	0
Required to wear safety clothing or equipment	0
Handles money (cash, checks or credit cards)	0
Interacts personally with public	3
Interacts with public via the telephone, letter, or other non-face-to-face measure	3

I have read this job description and understand the duties and tasks I am to perform regarding my employment. I understand the responsibility that is given to me in maintaining accurate records, superior patient health care, confidentiality and the confidence that is entrusted to me. I understand that failure to accurately perform the tasks in a superior manner or exercise the duties as stated above will subject me to disciplinary action, up to and/or including termination of employment. I understand that I can seek clarity of duty or responsibility at any time from the COO. I understand this job description is not a contract of employment and my employment is *at will*.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Original to Personnel File and Employee