

New Position – Bilingual

Mental Health Association in Orange County, Inc.



CRISIS CALL CENTER CLINICAL COUNSELOR - BILINGUAL JOB POSTING

I. Title: Crisis Call Center Bilingual Clinical Counselor

II. Reports to: Crisis Call Center Program Manager

III. Job Objectives:

Under the direction of the Crisis Call Center Program Manager, provide direct clinical guidance to Crisis Call Center Counselors and responsible for the delivery of Text4Teens services.

Perform duties while actively promoting an environment consistent with MHA's Cultural Equity Policy and **WELCOME Orange**.

IV. Qualifications:

- Licensed Clinical Social Worker (LCSW), Licensed Master Social Worker (LMSW) **OR** Licensed Mental Health Counselor (LMHC) with commensurate clinical training and experience.
- Copy of NYS license to practice (LMSW or LMHC) and current registration required by date of hire.
- National Provider Identification number preferred; instructions/assistance for securing NPI number will be provided if needed.
- Three years-experience with the practice of assessment and/or psychotherapy, crisis management, intervention.
- Minimum of two years of supervisory experience required.
- Superior supervisory skills as evidenced by being organized, self-motivated, effective time management and can coordinate multiple tasks simultaneously.
- Bilingual Spanish/English required.
- Understanding of 1115 Medicaid Waivers and procedures preferred.
- Courteous, empathic, and professional manner
- Ability to work efficiently in a team setting, with collaborative partners and in a high-paced environment.
- Working knowledge of Motivational Interviewing and Strength-Based approaches.
- Knowledge of human service resources, that include, but are not limited to mental health, substance use, physical disabilities, physical health and developmental disability resources in Orange County, New York.

- Effective written and oral communication skills.
- Ability to maintain professional demeanor when handling crisis and ventilation contacts.
- Ability to exercise sound judgment under crisis situations and to abide by regulations regarding confidentiality.
- Efficiency with information-gathering, problem solving, and conflict-resolution.
- Ability to adapt and be flexible to changes in protocol and program needs.
- Proficiency in Excel and Microsoft Word required.
- Experience with Electronic Health Record Program(s) required (preferably Footholds).
- Valid Driver's License and ability to drive with current driving record acceptable for agency insurance coverage.
- Must be clear and maintain an acceptable record under the Office of Mental Health (OMH) mandated criminal background check process.

V. Responsibilities:

- Provide clinical, administrative (shift reports), and technical support to individuals answering the calls, chats or texts (i.e. bachelor level staff, per diem, and volunteers/interns). Provide coaching where necessary, identify areas of improvement, and make recommendations for remediation in consultation with Crisis Call Center Program Manager.
- Answer crisis calls while maintaining clinical service levels.
- Provide "real time" support to Crisis Call Center Counselors experiencing difficulties on calls and handle escalated caller inquiries promptly and professionally when necessary.
- Initiate debriefing sessions with Crisis Call Center Counselors and volunteers/interns after they have taken a difficult call, chat, text or when they need additional support.
- Advocates for relevant resources as well as locating and updating the Crisis Call Center resource directories.
- Collaborate with Program Manager and Crisis Call Center Counselors in de-escalation of caller contacts that warrant supervisory intervention (through coaching of crisis call center counselors and/or contact with caller).
- Complete monthly reports as indicated for quality improvement and operations to Program Manager.
- Oversight of the Text 4 Teens services during shift. This may include being responsible to respond to texts during shift.
- Ensures HIPAA laws and MHA confidentiality policies are followed.

VI. Other Duties:

- Duties outlined above are intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.
- Duties are subject to change based upon the final design/model of the Orange County Crisis Call Center.

VII. Terms of employment/benefits:

- Non-Exempt.
- Forty (40) hours per week (may include evenings, weekends and the requirement to stay past scheduled shift due to the nature of operating 24 hours/7 days a week Crisis Call Center).
- Location: Emergency Service Center in Goshen (22 Wells Farm Road, Goshen, NY)
- Paid holidays, vacation, personal and sick leave according to MHA policy.
- 40 hours of mandatory introductory Crisis Call Center training required.

**Please send letter of intent and resume to:
Kelly Czvik
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73 James P. Kelly Way
Middletown, NY 10940
or fax to (845) 343-9665
or email to kczvik@mhaorangeny.com**