



Counselor Job Description

Rev. 7/15/2025

Department: Child and Family Services

Reports To: Director of Clinical Services

Type of position:

X Full-time

X Exempt

☐ Part-time

☐ Nonexempt

☐ Intern

Salary/Benefits

Pay is based upon education and experience and may be negotiable. Refer to the Personnel Policy Manual regarding benefits such as vacation, sick time, disability, etc. Housing may be available for this position. Refer to the employee policy manual for details.

General Job Description

This position provides an array of mental health services as assigned using a trauma informed, family focused approach. Under the direction of the Director of Clinical Services, the counselor will provide training and direction to the QMHS assigned to their cases. This position requires you to participate in an On-Call rotation and will be issued an agency cell phone so that they are available 24 hours a day and 7 days a week. They must be accessible on-site or face-to-face interactive video conferencing as appropriate to meet a child's needs. Must become familiar with agency policies and procedures, and regulations set forth by The Ohio Mental Health and Addiction Services (OMHAS), The Ohio Department of Job and Family Services and with CARF standards.

Essential Duties

- Provide all clinical services including but not limited to diagnostic assessments, family services, individual and group counseling, CPST, TBS, and day treatment.
- Provide clinical consultation during residential home treatment planning.
- Provide educational activities for the community and during in-service.
- Review reports and other necessary documentation by staff personnel related to clinical services.
- Collaborate with other professionals and treatment team members involved in a client's treatment.
- Must be accessible via an agency cell phone.
- Stay current with specialized treatment for agency selected trauma model.

Supervisory Responsibilities

- No supervisory responsibilities.

Responsibilities

- Maintain a weekly/bi-weekly supervision schedule with the Director of Clinical Services as needed.
- Maintain license and appropriate continuing education requirements.
- Participate and complete all Quality Assurance activities as assigned.
- Participate in required administrative meetings.
- Complete documentation responsibilities thoroughly and timely.
- Meets required productivity and sees clients as outlined on the Individualized Service Plans. . Productivity requirement is 20 hours of billable time, weekly.
- Participate in all regulatory/policy-required training activities.
- Utilize supervision or consultation with other professionals in the field as required or needed.
- Foster an environment that supports the recovery of persons served
- model appropriate interpersonal relationships with co-workers, particularly in the presence of youth and family members. This includes conflict resolution, mutual support, and teamwork.

Education/Credentials/Experience Requirements

- Master's degree preferred.
- Licensed by Ohio Counselor, Social Worker, MFT Board at minimum.
- Experience working with traumatized youth is preferred.
- A valid state driver's license is required. Individuals must be insurable by The Marsh Foundation's insurance carrier.

Physical Requirements, Working Conditions

- Work is of a physically moderate to heavy in nature, with limited travel requirements.
- The job requires some moderate activity of walking across campus, working out of doors with youths, and climbing stairs in multi-floor buildings.
- Stress/Pressure is moderate to heavy.
- Regularly undergo/pass a BCI record check as required.
- Moderate to high exposure to infectious diseases
- Requires standing, walking, sitting, reaching, twisting, bending, good vision, stretching.
- Requires normal range vision, hand-eye coordination, and manual dexterity.

Competencies

- Technical writing skills
- Excellent Communication skills
- Variety of Therapeutic Techniques
- Teamwork, coordination, sound decision, leadership, conflict resolution, cooperation, models positive approach, professional boundaries, willingness to learn, and time management.

- Child and Family Advocacy
- Must be able to type, average computer skills, Microsoft Office, Word, Excel
- Texting
- Solution focused Problem Solving

Acknowledgement

The General Job Description, Duties/Responsibilities and essential functions listed above are representative of those required for an employee to successfully perform the essential functions of this job. They are not intended to be construed as an exhaustive list but to provide guidelines for job expectations and to document the employee's ability to perform the position described. This document does not represent a contract of employment, and The Marsh Foundation reserves the right to change this job description and/or assign tasks for the employee to perform, as The Marsh Foundation may deem appropriate based on business necessity.

I fully understand this job description and understand that this is the job that I am expected to perform.

Employee

Date

Supervisor

Date

C: CFS Office
Human Resources