

JOB VACANCY: Mental Health Counselor /Licensed Professional

DEPARTMENT: Hawaii Island Health & Wellness Center (HIHWC)

LOCATION: Hilo and Kona, Hawaii

POSITIONS: 3 – positions in Hilo and 1 – position in Kona

JOB TYPE: Full Time with Benefits

DUTIES SUMMARY:

Provide direct behavioral health outpatient services including intake, crisis intervention, individual and group counseling to co-occurring population or individuals with mental health issues. Ensures HIPAA and 42CFR standards are met. Responsible for referrals however not limited to BISAC making internal referrals.

EXAMPLE OF DUTIES:

- Directly responsible for ensuring best practices are offered
- Analyzes psychological aspects of individual interrelationships to gain understanding of an individual's thoughts, feelings and behaviors
- Assists with referrals to medical services and other community resources as needed
- Assists and responds to referrals to evaluate and establish treatment plan and goals
- Ensure copies of all reports and documentation is easily accessible to corporate office
- Observe federal regulations (42CFR) and HIPAA (Health Insurance Portability Accountability Act, 1996) governing the confidentiality of alcohol and drug abuse consumer's privacy and records
- Ability to instruct a wide range of individuals and groups in both formal and informal environments
- Demonstrate an understanding of the nature of substance use, abuse and addiction
- Demonstrate strong written, oral and computer skills
- Project a professional manner in conduct, dress and language at all times. Maintain a professional relationship with clients, ensuring boundaries and ethics are adhered to at all times
- Demonstrate an understanding of organizational and management skills and working knowledge of the functions and operations of a human service non-profit agency

MINIMUM QUALIFICATION REQUIREMENTS:

Training and Experience:

- Master's Degree in Psychology, Social Work, Mental Health Counseling or closely related field
- Hawaii State Certified Substance Abuse Counselor (CSAC)
- Licensed Clinical Social Worker (LCSW), Licensed Marriage & Family Therapist (LMFT) or Psychologist (PHD or Psy.D) in the State of Hawaii - *If not licensed in the State of Hawaii, working towards licensure.*
- Minimum five (5) years' experience in the field of Mental Health Services

Requirements:

- Licensed to practice in the State of Hawaii or working toward licensure
- Tuberculosis (TB) Clearance (within the last 12 months)
- Medical/Physical Clearance (within the last 12 months)

Ability/Knowledge/Skills:

- Advanced computer skills, including experience in Microsoft Office, Word, Excel and Outlook
- Knowledge and experience working with Electronic Health Records systems (EHR)
- Able to work with people from diverse backgrounds
- Good verbal and written communication skills
- Knowledge and understanding of the nature of mental health and addiction
- Demonstrate strong written and oral communication skills
- Project a professional manner in conduct, dress and language at all times. Maintain a professional relationship with consumers, ensuring boundaries and ethics are adhered to at all times

How to Apply: If you wish to apply, please complete the Employment Application located on our website, www.bisac.org. Once completed you may email the completed application and your resume to: hr@bisac.com or fax to: 808-969-7375.