



## **Bilingual Counselor Preferred Play Therapy Counselor**

### **CETPA is a Drug Free Workplace (Pre-Employment Drug Screen Required)**

CETPA, Inc. Is Georgia's only Latino behavioral health agency licensed by the State and nationally accredited by CARF to provide integrated outpatient mental health and substance abuse services in English and Spanish.

CETPA, Inc. is a nonprofit organization dedicated to providing affordable, linguistically and culturally appropriate substance abuse and mental health treatment and prevention services to the Latino community in Georgia.

[www.cetpa.org](http://www.cetpa.org)

CETPA is currently recruiting a **Bilingual Clinicians (English-Spanish)** for immediate full time opening in Norcross, Georgia.

Competitive salary with language incentive pay and generous benefit package available based on type of license and work experience.

### **A. REQUIREMENTS**

- Master 's degree in counseling or related field;
- Licensed in the state of Georgia preferred (LPC, LCSW, LAPC, LMSW, LMFT) and/or working toward licensing;
- Six months of supervised clinical service delivery and knowledge of addiction and mental health.
- Six months of supervised practicum/internship in the addiction/mental health field.
  
- Submission to a fingerprint criminal background check whose results allow employment with the organization.
- Must provide documentations of ability to work in the United States (CETPA participates in the E-verify program for all employees).
- Submission to a pre-employment drug screen and TB screening
- Must pass a drug test.
- Must understand and be willing to adhere to all team policies, procedures, and processes included in the online team Handbook and the patient's right handbook.

## **B. SPECIFIC RESPONSIBILITIES & DUTIES**

- Serves as Primary Counselor for assigned clients.
- At a best practice, approximately 70% of time is dedicated to billable, direct services. These include: assessments, individual psychotherapy, group therapy, family therapy, case management, medication management and psychological evaluation as appropriate.
- Completes pre-admission Behavioral Health Assessment and all-inclusive documentation (Initial Treatment Plan, Brief Criteria, Order for Services, CAFAS/LOCUS, CANSA/ANSA, DLA 2.0 etc.) for clients to determine appropriateness for treatment at CETPA and when necessary complete a Risk Assessment and Safety Plan.
- Meets individually with assigned clients to provide individual treatment planning/development according to CETPA's policies and procedures. Counselor will complete "Order for Services" to request ongoing authorizations on the day the treatment plan is developed.
- Will obtain client or parent/guardian's signature for all treatment plans.
- Provide Individual, Family and Group Counseling for CETPA ongoing clients.
- Responsible that all clients seen have an authorization for treatment prior to service –ie: MICP for DBH clients, units authorized for Wellcare, Amerigroup, and Cenpatico clients. Additionally, clinician will complete "Order for Services" to request further authorizations.
- All clinical documentation (progress notes, bio-psychosocial assessments, treatment plans, discharge summary, transfer summary and any other required by licensure or accreditation standards) will adhere to the DBHDD Documentation Guidelines.
- Document services on client electronic record after each direct client contact as dictated by CETPA's policies and procedures.
- All clinical documentation (progress notes, bio-psychosocial assessments, treatment plans, discharge summary, etc.) will be completed within 24 hours.
- In the absence of an assigned Recovery Support Staff (RSS), counselor will communicate with referral sources on admission and thereafter, as required by the referral source or dictated by CETPA's policies and procedures.
- In the absence of the Intake Counselor, counselor will contact family members, if allowed by client, and orients them to family participation.
- Develops with client an After Care Plan at least one week prior to completion of treatment.
- Responsible for completing a Discharge Summary, LOCUS/CAFAS, CANSA/ANSA, DLA2.0 and any other required discharge documentation for all clients within thirty (30) working days of a planned discharge from services; Seven (7) days for Substance Abuse clients.
- Attends and participates in all clinical staff meetings, administrative meetings and in-service trainings.
- Will participate in individual supervision as defined by your Supervisor.
- CETPA clinical staff is required to achieve 30 hours of continuing education annually. These can be achieved through internal (in-service) or external training. Counselor is

responsible for maintaining such hours for license/certification and for submitting documentation of them to Human Resources **on a monthly basis.**

- Responsible for obtaining the required supervision for attaining/maintaining license/certification and submitting documentation of them to Human Resources **on a monthly basis.**
- Collaborates with others to accomplish work related activities.
- Abides by all rules of confidentiality and the Code of Ethics prescribed by CETPA.

If you meet these qualifications, and those of the Job Description, please send your resume to Elhy Solis at [esolis@cetpa.org](mailto:esolis@cetpa.org).

On the “Subject Line”, please write Counselor