Empowering Choices Counseling & Consultation, LLC

Counselor Position

Job Description and Responsibilities

**Counselor Job Description:** A counselor with Empowering Choices Counseling & Consultation, LLC (ECCC) is someone who will help provide direction and support to all our clients. You will actively help, guide, and assist them through stressful situations within their lives which may include, but not be limit to, building and developing coping skills, locating resources within the area to further assist them with their basic needs, assisting them in processing through debilitating moments withing their lives, advocating for clients with outside agencies and resources, and empowering them to takes the necessary steps forward in their lives. Your duties will include, but are not limited to: listing to clients, asking necessary questions, confronting clients with differing messages and themes, advocating for clients, writing and developing effective strategies and treatment plans to improve their lives.

**Responsibilities:** Assess clients through detailed conversations, interviews, and observations to determine appropriate treatment goals.

 Diagnose mental and emotional disorders.

 Create effective treatment plans that include counseling, medications, or other needed services even if those services end up as referrals within the community.

 Work with your clients to develop their goals.

 Regularly discuss treatment plans with your clients regarding the areas they have completed and/or add areas they would like to focus on and/or refocus on.

 Educate about coping mechanisms to assist clients in and through tough situations.

 Keep accurate records and progress notes that show clients’ growth and healing which may mean amending the treatment plan when needed.

 Complete other duties as assigned.

 Lead groups periodically.

**Requirements:** Bachelor’s degree in Psychology, Social Work, or Medically related area.

 Master’s degree in Psychology, Counseling, or Social Work fields.

 Registration with the Oregon Counseling Board as a Professional

Counselor Associate, Licensed Professional Counselor, or equivalent

mental health professional licensure.

 Excellent verbal and written communication skills.

 Aptitude to empathize with clients and help them open up.

 Good time management skills.

 Proven experience in developing effective treatments plans.

 Excellent understanding in diagnosis.

 Experience in seeing clients in person.

**Hourly Rate:** A commission percentage rate will be determined based on experience

and skill. Commission rate will be paid to employee based on gross

 receipts collected from billing clients for counseling sessions.

Commissions range between 55,000 – 110,000 for working 40 (25 client sessions) per week.

**Benefits:**  Flexible schedule which can include a variety of different forms of days and hours.

 2 personal days a year

 1 week of vacation a year

 1 week of sick time a year

 5 paid holidays per year