



**Job Title:** Mental Health Counselor  
**Department:** Family Education  
**Reports To:** Director of Family Education Programs  
**Job Status:** Full-time, exempt

**Department Description:** No cost individual and family Mental Health Counseling is provided as part of Memorial Assistance Ministries' Self-Sufficiency Programming. Other programs within the Department include: Employment Services, English as a Second Language (ESL), Immigration Legal Services, Citizenship Preparation, Financial Education and Coaching, and a variety of other helping programs for families and individuals. As with all programs of MAM, Mental Health Counseling services focus on the strengths of the client, offer opportunities to learn, grow, and change in a way that will help the client achieve their goals.

**Job Summary:** The Mental Health Counselor is responsible for providing a range of clinically-appropriate mental health treatment services to individuals, families, couples, and groups on-site at MAM and at the Jane Cizik Garden Place/The Women's Home, a supportive housing/sober living environment in Spring Branch for homeless and vulnerable individuals with limited means. The Mental Health Counselor will write treatment plans, diagnostic summaries, progress notes, discharge plans, etc. and will collect, record, and report aggregate data. Collaborates with other programs of MAM, Jane Cizik Garden Place/The Women's Home and clinicians and/or refers clients to other programs or clinicians to ensure client needs are met.

**Responsibilities:**

- Provides a variety of treatment services including individual, group, family therapy.
- Provides clinical services such as intake assessment/diagnostic evaluations, case evaluations and crisis intervention.
- Serves as a liaison to other agencies as required.
- Drafts ethical practice standards for the program.
- Educates the community on a variety of mental health issues, as appropriate.
- Participates in regularly scheduled clinical supervision.
- Maintains clinical records in accordance with MAM's policies and procedures, HIPAA, Texas HB 300 and other laws and regulations currently in effect.
- Complies with clinical productivity standards as established by MAM.
- Conducts community outreach and marketing.
- Participates in monthly staff meetings.
- Participates in professional development activities.
- Establishes and maintains effective working relationship clients, staff, volunteers and community partners.
- Other duties as assigned.

**Duties:**

- Asks questions that will help clients identify their feelings and behaviors.
- Collects information about clients using techniques such as evidenced-based or evidence-informed testing/assessment, interviewing, discussion and observation.
- Confers with clients in order to develop plans for treatment and post-treatment activities.
- Develops and implement individualized treatment plans.

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- Formulates realistic short-and long term treatment goals; undertakes interventions that reflect basic knowledge of time-limited and crisis intervention therapies.
- Determines whether clients should be counseled or referred to other specialists in such fields as medicine, psychiatry and legal aid.
- Encourages individuals and family members to develop and use effective skills and strategies for confronting their problems in a constructive manner.
- Maintains case files that include activities, progress notes, evaluations and recommendations.
- Confers with other counselors (or other mental health professionals) in order to analyze individual cases and to coordinate counseling services.
- Collects, interprets, and disseminates data for the evaluation of the effectiveness of the counseling program.
- Follows up on results of counseling programs and clients' adjustments in order to determine effectiveness of programs.

#### **Qualifications:**

- Master's degree in Education, Social Work or Counseling with at least 2 years relevant clinical work experience.
- Current licensure as a Licensed Professional Counselor (LPC) or Licensed Clinical Social Worker (LCSW).
- Experience with homelessness, substance abuse, domestic violence and the formerly incarcerated is very helpful and desired.
- Demonstrated ability to work with people from all walks of life and treat them with dignity and respect, to listen empathetically and to persuasively suggest corrective courses of action.
- Is skilled at handling challenging situations and people in crisis.
- Significant knowledge of resources, organizations, programs and family-serving systems in Houston and Texas.
- English fluency (read, write, speak and understand).
- Spanish fluency (read, write, speak and understand).
- Excellent organizational skills with ability to prioritize tasks needed to succeed in an environment with minimal support staff.
- Flexibility to work in the evening (at least twice per week) and/or on weekends in order to accommodate the scheduling needs of clients and/or to support or attend events of or on behalf of MAM.
- Must have reliable transportation in order to travel to out-of-office meetings, trainings and events.
- Exceptional interpersonal skills, both written and verbal.
- Proficient in Microsoft Office, email, Internet, database, etc.
- Commitment to the missions of MAM and the Jane Cizik Garden Place/The Women's Home.

#### **Physical/Mental/Environmental**

- Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, stooping, bending, walking, and reaching. On occasion, may be required to lift up to 25 pounds.
- Environmental: Office environment with face-to-face contact with clients, staff, volunteers and visitors.
- Mental: Routinely requires the ability to interpret, analyze, and perform critical thinking skills.

***MAM's mission is to assure that families have the means to meet their basic needs. See our website, [www.helpherehelpnow.org](http://www.helpherehelpnow.org) for more information about our programs and organizational background.***

**To Apply: Send an email to Matthew Cox, Director of Family Education Programs, at [mcox@maministries.org](mailto:mcox@maministries.org). Be sure to include a cover letter, resume, and salary requirements.**