

Job Title	Licensed Counselor/Case Manager- PART-TIME
Employer/ Agency	<p>Olive Branch Muslim Family Services</p> <p>Olive Branch provides assistance and professional resources to members of Houston's Muslim community and strives to empower each individual to live a healthy and independent life. Just as the local Muslim population has continued to grow, so has the need for culturally sensitive mental health and social services. Additionally, we have established a fund for qualified applicants who can apply for limited financial assistance for essential needs. We focus on strengthening family life, laying the foundation for self-sufficiency and improving the social and economic conditions of our clients. We serve both Houston's Muslim population as well as the community at large.</p>
Job Description	<p><i>Summary:</i></p> <p>The Counselor provides individual counseling and psychotherapy as well as supportive case management to clients and their families by applying knowledge and advanced clinical skills to assess and treat the issues. In addition to providing counseling, this individual will assist clients in accessing resources such as mental health, employment, childcare, healthcare, public assistance and others.</p> <p><i>Duties and Responsibilities:</i></p> <ul style="list-style-type: none">• Completing client intake interviews and evaluating needs for therapeutic medical, psychosocial, and psychiatric treatment for new clients.• Prepare and execute counseling, therapy, and/or psychotherapy treatment plans for clients and families.• Manage treatment by coordinating schedules, services and resources.• Create and keep current all client records, progress notes and other pertinent paperwork.• Collect patient data through interviews, case histories and/or observational techniques and utilize this information to identify causes of problems and determine the proper therapeutic approach or referral to specialists.• Prepare and manage client discharge and post-discharge plans

	<p>including training family members as needed.</p> <ul style="list-style-type: none"> • Advocate for services, intervene in crises, offer personal support and provide referrals to outside agencies and services as needed. • Ensure that all ethical and legal guidelines are adhered to all times. • Attend community outreach events and act as a representative of Olive Branch • Other duties as assigned
Qualifications	<p><i>Qualifications:</i></p> <ul style="list-style-type: none"> • License to practice in the state of Texas as a LPC-A, LMFT, LMSW, LCSW or LPC is required. • Knowledge of Islamic faith and traditions. • Bachelor's degree and relevant work experience required. • Excellent writing, documentation and communication skills (verbal and written). • Proficiency in computer applications and utilization of online resources to meet client and organizational needs. • Well-organized, ability to multi-task, highly motivated, creative and detail-oriented.
Salary/Hours	PART-TIME/Competitive salary based on experience-
Address	11222 Richmond Avenue
Contact Person	Fatima Mohiuddin, Program Chair, Olive Branch Muslim Family Services
City, State, Zip	Houston, Texas
Telephone Number	713-398-7015
Fax Number	N/A
Email Address	Fatima_mohiuddin@yahoo.com
Application Method	Email: Fatima_mohiuddin@yahoo.com
Opening Date	Immediately

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