Title: Behavioral Health Counselor  
Division: APAIT  
FLSA: Non-Exempt/Full-time (40 hr./wk.)  
Pay Range or Rate: $30.00-36.05/hour, DOE  
Supervisor: Director of Behavioral Health  
Updated: 03/31/2022

Summary
Clinically supervised by the Director of Behavioral Health, the Behavioral Health Counselor (BHC) will be responsible for the day-to-day implementation of supervised professional mental health counseling to individuals living in Los Angeles County. The BHC will provide trauma-informed and culturally appropriate/competent support programs for HIV infected and affected clients and will be involved with all components of the Mental Health program, including co-facilitation of workshops and co-management of clients. Additionally, will identify and link previously diagnosed HIV positive individuals to HIV medical care through outreach, brief intervention sessions, graduate disengagement, and follow-up activities. Must be able to work with diverse ethnic and cultural communities, including, but not limited to, the following target populations: monolingual and/or undocumented immigrants, massage parlor workers, substance users, and homeless persons, of varying ages, people of color, gay, lesbian, bisexual, transgender, gender non-conforming and questioning individuals. This is a full-time position (40 hr./wk.) requiring flexible hours including some evenings and weekends.

Essential Functions
1. Coordinate and conduct client intake/screener into support program services, following established funder guidelines and protocols.
2. Assess clients’ social and behavioral needs and develop programs and methods to provide support and guidance
3. Provide clinically supervised individual counseling, group support and case management and advocacy services, including co-facilitation of workshops under the direction of a professional mental health clinician.
4. Conduct follow-up with clients as appropriate.
5. Implement programmatic scope of work at minimum 85% completion rate.
6. Maintain care team protocols and policies under professional clinical supervision.
7. Conduct community outreach and engagement activities to prospective Asian language-speaking clients.
8. Promote the availability of psychosocial and behavioral health and psychosocial support services to prospective clients.
9. Provide necessary program documentation, including the completion of reports, administration of evaluation tools, and other program related assignments.
10. Attend Unit, Case Conferences, Agency and Community meetings.
11. Other activities as required to conduct program and agency objectives.
12. Ability to perform duties during weekends and evenings when required.
13. Regular attendance.

Minimum Qualifications - Knowledge, Skills and Abilities Required
1. Licensed, registered or eligible MSW, MFTI, Psychology Assistant or equivalent from an accredited college or university with major work in clinical social work and/or marriage and family therapy.
2. Current registration with the Board of Behavioral Sciences.
4. Upholds HIPAA regulation.
5. Bilingual in Spanish is required
6. Ability to work with clients from diverse cultural, ethnic, and socio-economic backgrounds.
7. Strong interpersonal skills and ability to relate to staff from a variety of cultures, languages, and educational backgrounds.
8. Ability to coordinate multiple tasks/projects simultaneously in a high-pressure environment.
9. Ability to work with diverse communities (e.g., multi-gender, ethnic, generation, bilingual, lesbian, gay, bisexual, transgender, substance use).
10. Strong written and oral skills necessary for program narrative reporting and presentations
11. Demonstrated experience and knowledge of PC hardware and software (i.e., Windows, word processing, spreadsheets)
12. Valid California driver’s license, plus proof of car insurance.
13. Reliable transportation.
14. Verification of employment eligibility and passing of background check.
15. Updated tuberculosis test (annual requirement) – read, reviewed and dated by a clinician.
16. Fully COVID-19 vaccinated (2 weeks from last vaccination dose to be considered fully vaccinated)
17. Maintain and uphold Agency mission statement, values, policies, procedures, and principles

**Supervisory Responsibilities**
1. This position does not have formal supervisory responsibilities.

**Environmental Conditions (Working Conditions)**
1. Ergonomically safe office environment with desktop computer, desk, chair, natural light from windows.

**Physical Requirements**
1. In the course of performing this job, this position typically spends time sitting, standing, walking, carrying (max. 20 lbs), lifting (max. 20 lbs), listening, and speaking.
2. This position requires someone that can accommodate any/all of the following: constant distractions, interruptions; uncontrollable changes in priorities/work schedules; availability for on call/duty after regular working hours; and exposure to inappropriate behavior and language of others.

**Mental Requirements**
1. This position requires someone that can accommodate to any/all of the following: constant distractions, interruptions; uncontrollable changes in priorities/work schedules; and availability for on call/duty after regular working hours, and exposure to inappropriate behavior and language of others.

**Application Process:**
Please submit cover letter and resume by e-mail to: Subir, subird@apaitonline.org  NO PHONE CALLS PLEASE.