

# REMOVE

## JOB OPENING

**SERTOMA CENTRE, INC.**  
4331 West Lincoln Highway, Suite E  
Matteson, IL 60443

**POSITION TITLE:** Community Mental Health Counselor (QMHP) – Full-Time

**POSITION REPORTS TO:** Assistant Clinical Manager or PSR Clinical Supervisor

**POSITIONS SUPERVISED:** None

### **POSITION SUMMARY:**

Our Counselors are a valuable part of our Community Mental Health Team. They are highly motivated, compassionate, and make a difference in the community and in the lives of the individuals we serve. Join us and support individuals in developing skills to manage mental illness, socialize with others, and decrease reliance on professional supports.

**As a Counselor** you will become part of a team that supports consumers (individuals served) in their path toward recovery within a community setting. This position typically works Monday through Friday from 8:00 AM to 4:00 PM. Sertoma Centre offers opportunities for professional growth; you will receive weekly clinical supervision required for licensure provided as part of employment and free on-site CEUs offered at least four times/year. Additionally, you will receive competitive wages, eleven paid holidays, and generous paid time off.

### **POSITION RESPONSIBILITIES:**

- Facilitate psycho-educational groups.
- Participate in consumer outings.
- Provide individual psychotherapy for consumers on assigned caseload.
- Coordinate all treatment services (PSR, case management, psychiatry, primary care, etc.) for consumers on assigned caseload.
- Complete authorizations for services with managed care companies.
- Complete annual Mental Health Assessments for consumers on assigned caseload.
- Collaborate and develop individualized Treatment Plan every six months for consumers on assigned caseload.
- Document all consumer services in electronic clinical record.

### **QUALIFICATIONS:**

- Master's Degree in Human Services related field.
- Minimum of one year experience working with individuals with mental illness and working knowledge of the recovery model preferred.
- Experience with Medicaid Rule 132 documentation and billing requirements preferred.
- Current license in Counseling or Social Work preferred.
- Valid Illinois driver's license and documentation of current auto insurance, with good driving record and car available.
- Must be willing to work evenings/weekend hours as necessary and be on call to respond to emergencies.

### **ONLY ONLINE APPLICATIONS WILL BE ACCEPTED**

If interested, please apply online via our web site, [www.sertomacentre.org](http://www.sertomacentre.org), click on "Career Opportunities" and "Search Here."