

### JOB INFORMATION

|                                |                                 |
|--------------------------------|---------------------------------|
| <b>Primary JDID:</b>           | 10273_16889                     |
| <b>Job Title:</b>              | Mental Health Counselor Masters |
| <b>Job Content Title:</b>      | Mental Health Counselor         |
| <b>FLSA:</b>                   | Exempt                          |
| <b>Original Creation Date:</b> | 1/1/1900 12:00:00 AM            |

### ORGANIZATIONAL INFORMATION

|                    |                                                                                         |
|--------------------|-----------------------------------------------------------------------------------------|
| <b>Region:</b>     | Texas-New Mexico                                                                        |
| <b>Employer:</b>   | 8006 - Covenant Children's Hosp (Methodist Children's Hosp)                             |
| <b>Department:</b> | 8006 SOCIAL WORK SVC - 10005883; 8006 PSYCHIATRIC ACUTE ADULT TX CCH LUBBOCK - 10007133 |
| <b>Reports To:</b> | Manager, Integrative Care                                                               |

### MISSION, VALUES and VISION

|                     |                                                                                                                                                               |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>The Mission:</b> | As expressions of God's healing love, witnessed through the ministry of Jesus, we are steadfast in serving all, especially those who are poor and vulnerable. |
| <b>Our Values:</b>  | Compassion, Dignity, Justice, Excellence and Integrity                                                                                                        |
| <b>Our Vision:</b>  | Health for a Better World                                                                                                                                     |
| <b>Our Promise:</b> | "Know me, care for me, ease my way."                                                                                                                          |

### GENERAL SUMMARY

The Pediatric Mental Health Counselor provides mental health counseling and psychosocial support to pediatric patients and their families at Covenant Children's.

### ESSENTIAL FUNCTIONS

*The job duties listed are essential functions of the position. However, other duties may be assigned, and may also be considered essential functions of the position.*

*The caregiver must be sufficiently fluent in the English language to satisfactorily perform the essential functions of the position. The degree of fluency required will vary depending upon the nature of the position.*

*Caregivers are expected to honor the Mission, Values, Vision and Promise and adhere to the Code of Conduct, policies and standards of their organization.*

*For direct patient care roles: Performs and maintains currency of essential competencies as required by specific area of hire and populations served.*

- Provides quality mental health counseling as recognized by the American Counseling Association standards.
- Provides individual and family therapy, cognitive supportive therapy, psychoeducation, and crisis intervention services using evidence-based practice.
- Provide behavioral psychosocial assessments to patients admitted to the pediatric emergency department.
- Participates with the treatment team in determining appropriate patient care and treatment planning.
- Provides developmentally-based emotional and behavioral support to children and siblings from ages birth through 18 years coping with illness and hospitalization.
- Provides mental health counseling to the caregivers and families of pediatric patients.
- Assists in training and supervision of practicum and counselor intern students and counselors-in-training.
- Obtains and distributes appropriate materials to clients, families, groups, and agencies that promote supportive and mental health services for families of children coping with illness.
- Women's Mental Health:
  - Provide additional mental health services to women's services including labor & delivery, antepartum, and mom/baby.
  - Provide counseling and mental health services to parents with infants on the NICU.

- Performs telephone intakes and determines the appropriate routes of action toward problem resolution.
- Makes appropriate referrals for further client service needs.

## **EDUCATION**

| <b>Required/Preferred</b> | <b>Education Level</b> | <b>Major/Area of Study</b>                                                                                                | <b>And/Or</b> |
|---------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------|---------------|
| Required                  | Master's Degree        | Behavioral Health Clinical Field:<br>Community Counseling, Psychology,<br>Social Work, or Marriage and Family<br>Therapy. |               |

## **EXPERIENCE**

| <b>Required/Preferred</b>                        | <b>Minimum Experience</b> | <b>Details</b>                                                                                                                                                                                                             |
|--------------------------------------------------|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Preferred<br>Preferred<br>Preferred<br>Preferred | 1 year                    | Experience in direct delivery of counseling services.<br>Hospital experience.<br>Pediatric experience.<br>Women's Mental Health: <ul style="list-style-type: none"> <li>• Experience in post-partum depression.</li> </ul> |

## **JOB SPECIFIC KNOWLEDGE, SKILLS and ABILITIES**

- Must have strong communication skills and knowledge of the basic mental health counseling/psychotherapy theories and their applications.
- Must be knowledgeable of ethical requirements of the American Counseling Association.
- Requires organizational and motivational skills.
- Must be knowledgeable of a treatment team approach in mental health counseling.
- Must be able to write, develop, and implement various counseling activities to meet needs as identified.
- Computer skills required.

## **LICENSES and CERTIFICATIONS**

No Requirement

**JOB INFORMATION**

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|--------------------------------|----------------------------------------|
| <b>Primary JDID:</b>           | 10303_34582                            |
| <b>Job Title:</b>              | Senior Mental Health Counselor Masters |
| <b>Job Content Title:</b>      | Senior Mental Health Counselor Masters |
| <b>FLSA:</b>                   | Exempt                                 |
| <b>Original Creation Date:</b> | 3/28/2024 12:00:00 AM                  |

**ORGANIZATIONAL INFORMATION**

|                    |                                                             |
|--------------------|-------------------------------------------------------------|
| <b>Region:</b>     | Texas-New Mexico                                            |
| <b>Employer:</b>   | 8006 - Covenant Children's Hosp (Methodist Children's Hosp) |
| <b>Department:</b> | 8006 SOCIAL WORK SVC - 10005883                             |
| <b>Reports To:</b> | Director, Supervisor, and/or Clinical Manager               |

**MISSION, VALUES, VISION and PROMISE**

|                     |                                                                                                                                                               |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>The Mission:</b> | As expressions of God's healing love, witnessed through the ministry of Jesus, we are steadfast in serving all, especially those who are poor and vulnerable. |
| <b>Our Values:</b>  | Compassion, Dignity, Justice, Excellence and Integrity                                                                                                        |
| <b>Our Vision:</b>  | Health for a Better World                                                                                                                                     |
| <b>Our Promise:</b> | "Know me, care for me, ease my way."                                                                                                                          |

**GENERAL SUMMARY**

The Mental Health Provider serves as member of the care team of their assigned inpatient or outpatient unit(s), demonstrating clinical expertise in the provision of services involving mental health assessment, diagnosis, treatment planning and implementation, and crisis intervention. Plans, directs, and provides professional mental health counseling assessment, treatment, and discharge planning using a collaborative interdisciplinary team approach. Coordinates care planning with team members. Serves as a consultant for patients, staff, and families concerning mental health issues and emotional well-being. Works with patients/families, physicians, health care professionals and community agencies for follow-up care plans as needed. Assists with implementation of educational processes that enhance knowledge, skills, and attitudes required for safe, competent, and effective care of patients and families.

**ESSENTIAL FUNCTIONS**

*The job duties listed are essential functions of the position. However, other duties may be assigned, and may also be considered essential functions of the position.*

*The caregiver must be sufficiently fluent in the English language to satisfactorily perform the essential functions of the position. The degree of fluency required will vary depending upon the nature of the position.*

*Caregivers are expected to honor the Mission, Values, Vision and Promise and adhere to the Code of Conduct, policies and standards of their organization.*

*For direct patient care roles: Performs and maintains currency of essential competencies as required by specific area of hire and populations served.*

- **ASSESSMENT:** Demonstrates knowledge and expertise in the assessment and treatment of adjustment disorder, acute stress disorder, post-traumatic stress, anxiety, depression, psychosocial crises, anticipatory loss, grief, and bereavement. Interviews and observes the patient to assess mental health issues; including physical, psychosocial, spiritual, education needs, cognitive status, and safety. Gathers data from family members and assesses patient/family and resources for the purpose of developing plan of care. Serves as a conduit for accurate and timely information.
- **TREATMENT/INTERVENTION:** Demonstrates effective clinical judgment, and provides evidence-based, trauma-informed, and individualized therapeutic interventions to emotionally support patients and families. Communicates the care plan to the patient, family and all providers, units, and applicable referring agencies. Works cooperatively with other team members in providing patient care and crisis intervention/management.
- **DOCUMENTATION:** Provides clinically relevant documentation for patients in Epic.

- **DISCHARGE PLANNING:** Collaborates with patient, family, social workers, case managers, providers, and other relevant members of the care team to identify mental health treatment needs upon discharge to support the continuum of care, including facilitating referrals as applicable.
- **EDUCATION:** Attends and participates in patient care conferences/treatment team meetings. Coordinates and provides in-services to CCH staff and community partners. Provides training and supervision for clinical students and interns.
- **CONSULTATION AND COLLABORATION:** Builds positive working relationships with all members of the healthcare team both within and across departments. Communicates interventions and treatment planning with all team members as appropriate. Provides consultation to case managers/discharge planners for the facilitation of applications for follow-up care programs in and outside the CCH system.
- **SUPERVISION:** Supervises students and interns as assigned; Assists with orientation and onboarding new mental health providers within our team.
- Has knowledge and skills necessary to implement appropriate care/services to the age and/or diversity specific needs of the patient/family.
- Maintains professional education by participating in continuing education offerings to support professional development and licensure. Continuing education enhances knowledge and skills needed to support patients.
- Completes initial and annual Competency Plan for assigned job and department.

## EDUCATION

| <b>Required/Preferred</b> | <b>Education Level</b> | <b>Major/Area of Study</b>                                                        | <b>And/Or</b> |
|---------------------------|------------------------|-----------------------------------------------------------------------------------|---------------|
| Required                  | Master's Degree        | Clinical Psychology, Counseling Psychology, Social Work, or Health related field. |               |
| Required                  | Master's Degree        |                                                                                   |               |

## EXPERIENCE

| <b>Required/Preferred</b> | <b>Minimum Experience</b> | <b>Details</b>                                                |
|---------------------------|---------------------------|---------------------------------------------------------------|
| Required                  | 2 years                   | Post Masters clinical experience in mental health counseling. |

## JOB SPECIFIC KNOWLEDGE, SKILLS and ABILITIES

- Strong interpersonal communication skills and ability to establish and maintain the confidence and cooperation of patients, families, and persons contacted in the course of work.
- Knowledge of principles and evidenced-based techniques of mental health counseling, techniques of observing and assessing behavior, emotional, social, psychological and environmental problems.
- Able to prioritize multiple tasks and have the ability to communicate well and interact with multiple health care professionals, including medical and allied staff.
- Organizational and problem solving skills.
- Ability to work independently and as a team member.
- Preferred: Knowledge of discharge planning and utilization review.

## LICENSES and CERTIFICATIONS

Required upon hire: Texas Masters Social Worker License - Texas State Board of Social Worker Examiners (Vendor Managed) Or

Required upon hire: Texas Clinical Social Worker License - Texas State Board of Social Worker Examiners (Vendor Managed) Or

Required upon hire: Texas Psychologist License - Texas State Board of Examiners of Psychologists (Vendor Managed) Or

Required upon hire: Texas Marriage and Family Therapist License - Texas State Board of Examiners of Marriage and Family Therapists (Vendor Managed) Or

Required upon hire: Texas Professional Counselor License - Texas State Board of Examiners of Professional Counselors (Vendor Managed)

## JOB INFORMATION

|                                |                                      |
|--------------------------------|--------------------------------------|
| <b>Primary JDID:</b>           | 10295_37629                          |
| <b>Job Title:</b>              | Lead Mental Health Counselor Masters |
| <b>Job Content Title:</b>      | Lead Mental Health Counselor Masters |
| <b>FLSA:</b>                   | Exempt                               |
| <b>Original Creation Date:</b> | 12/15/2025 12:00:00 AM               |

## ORGANIZATIONAL INFORMATION

|                    |                                                             |
|--------------------|-------------------------------------------------------------|
| <b>Region:</b>     | Texas-New Mexico                                            |
| <b>Employer:</b>   | 8006 - Covenant Children's Hosp (Methodist Children's Hosp) |
| <b>Department:</b> | 8006 SOCIAL WORK SVC - 10005883                             |
| <b>Reports To:</b> | Integrative Care Manager                                    |

## MISSION, VALUES and VISION

|                     |                                                                                                                                                               |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>The Mission:</b> | As expressions of God's healing love, witnessed through the ministry of Jesus, we are steadfast in serving all, especially those who are poor and vulnerable. |
| <b>Our Values:</b>  | Compassion, Dignity, Justice, Excellence and Integrity                                                                                                        |
| <b>Our Vision:</b>  | Health for a Better World                                                                                                                                     |
| <b>Our Promise:</b> | "Know me, care for me, ease my way."                                                                                                                          |

## GENERAL SUMMARY

The Lead Licensed Mental Health Counselor serves as a clinical leader and integral member of the Integrative Care department and interdisciplinary primary care team. This position provides advanced expertise in mental health assessment, diagnosis, treatment planning, and crisis intervention, while also guiding and supporting the professional development of the healthcare team. Working with minimal supervision and in alignment with organizational mission and values, the Lead Licensed Mental Health Counselor coordinates and elevates the delivery of evidence-based mental health services across the continuum of care.

In this role, the Lead collaborates closely with physicians, nursing staff, case managers, social workers, other healthcare team members, and community partners to ensure trauma-informed, patient-centered care for individuals and families. The Lead is responsible for conducting biopsychosocial assessments, providing interventions and treatment for a wide range of mental health concerns, and utilizing approved clinical tools to monitor patient progress and outcomes.

Beyond direct patient care, the Lead Licensed Mental Health Counselor acts as a consultant and resource for complex cases, facilitates integrated care team collaboration, and leads quality improvement initiatives to enhance clinical practice and patient outcomes. This position also plays a key role in onboarding, training, and mentoring new and existing mental health counselor team members, fostering a culture of continuous learning and professional growth, and functions as the go-to resource for the Integrative Care team when the Integrative Care manager is out of the office. May provide direction and oversight to lower-level staff.

The Lead advocates for patients and families, ensuring access to internal and external resources, and champions integrated behavioral health within the ministry. By modeling excellence in clinical practice, collaboration, and ethical standards, the Lead Mental Health Professional Counselor advances the mission of the organization and contributes to the overall well-being of the communities served.

## ESSENTIAL FUNCTIONS

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*The degree of fluency required will vary depending upon the nature of the position.*

*Caregivers are expected to honor the Mission, Values, Vision and Promise and adhere to the Code of Conduct, policies and standards of their organization.*

*For direct patient care roles: Performs and maintains currency of essential competencies as required by specific area of hire and populations served.*

- Clinical Leadership & Vision:
  - Develops and communicates a vision for mental health care delivery, integrating advances and best practices into a patient-centered environment.
  - Leads interdisciplinary teams in planning and managing care for complex cases, ensuring trauma-informed and collaborative approaches.
- Advanced Consultation & Problem Solving:
  - Serves as a primary consultant for complex patient cases, utilizing expert knowledge, change management, and resource navigation.
- Quality Improvement & Innovation:
  - Identifies areas for process improvement and leads development of new protocols, workflows, or policies to address emerging needs.
  - Pilots new clinical projects and initiatives, evaluating outcomes and scaling successful models.
- Supervision, Training, & Staff Development:
  - Organizes and leads clinical group consultation meetings as applicable.
  - Provides training, and mentorship for new and existing mental health counselors and student trainees.
  - Offers consultation, debriefs, and coping skills education to support team mental health and resilience.
- Data & Outcomes Management:
  - Oversees use of evidenced-based clinical tools for tracking outcomes and feasibility of use.
  - Reviews behavioral health data, identifies trends and improvement opportunities, and reports actionable insights to leadership.
- Crisis & Risk Management:
  - Provides key input on planning and response for psychiatric emergencies, including risk assessment and crisis intervention.
  - Works with the care team to support the development and implementation of individual crisis plans for high-risk patients.
- Community & Interdepartmental Collaboration:
  - Establishes and maintains effective relationships with internal and external partners, including community agencies.
- Administrative & Strategic Contributions:
  - Collaborates in policy, procedure, and practice standard development.
  - Represents the department in system-wide meetings and professional organizations.
  - Contributes to grant writing, professional projects, and outreach materials as assigned.
  - Functions as the designated leader for the team in the Integrative Care Manager's absence, providing guidance, oversight, and support to ensure uninterrupted service delivery.
- Professional Growth & Advocacy:
  - Maintains licensure and pursues continuing education.
  - Advocates for integrated behavioral health and contributes to the profession through leadership roles.

## EDUCATION

| <b>Required/Preferred</b> | <b>Education Level</b> | <b>Major/Area of Study</b>                           | <b>And/Or</b> |
|---------------------------|------------------------|------------------------------------------------------|---------------|
| Required                  | Master's Degree        | Social Work, Marriage and Family Therapy, Counseling |               |

## **EXPERIENCE**

| <b>Required/Preferred</b> | <b>Minimum Experience</b> | <b>Details</b>                                                                                                         |
|---------------------------|---------------------------|------------------------------------------------------------------------------------------------------------------------|
| Required                  | 4 years                   | Experience with adult or pediatric populations and familiarity with broad range of mental health issues and disorders. |
| Required                  | 1 year                    | Post-degree training and experience leading a therapy group and/or in a generalist setting.                            |
| Preferred                 | 2 years                   | Experience as a therapist in the inpatient medical setting (e.g., women's, NICU, pediatric, etc.).                     |

## **JOB SPECIFIC KNOWLEDGE, SKILLS and ABILITIES**

- Thorough knowledge of integrated care principles and operations.
- Basic, non-technical knowledge of psychopharmacology for common behavioral health disorders.
- Highly developed analytical, interpersonal, and counseling skills.
- Familiarity with accessing community resources.
- Demonstrated ability to coordinate and prioritize multiple demands and projects.
- Ability to work in a fast-paced, often stressful environment.
- Ability to work with a diverse patient and staff population.
- Ability to develop cooperative relationships with families, patients, physicians and other health care professionals within and outside Providence.
- Demonstrated ability to collaborate and communicate effectively in a team setting.
- Working knowledge of differential diagnosis of common mental health and/or substance abuse disorders, when appropriate.
- Ability to work with patients by telephone, telehealth, as well as in person.
- Working knowledge of a range of evidence-based psychosocial approaches and behavioral interventions for common mental health issues and ability to modify and adapt modality to best serve the needs of the patient.
- Documentation skills in EHR and Microsoft suite, e.g. Excel, Word, Access, PPT etc.
- Knowledge of quality improvement processes.
- Teaching skills and knowledge of learning theory and learning styles.

## **LICENSES and CERTIFICATIONS**

Required upon hire: License in Counseling Or  
Required upon hire: License in Marriage and Family Therapy Or  
Required upon hire: License as a Clinical Social Worker