



413 Ninth Street  
Glenwood Springs, CO 81601  
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www.youthzone.com

## Career Opportunity **Mental Health Counselor**

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### **About YouthZone**

YouthZone currently serves over 2,000 youth and their families every year by offering a wide variety of evidence-based programming through which our clients find safety, compassion, and education as they work to overcome the personal struggles they face. Our programs include youth assessment, parental guidance and support, individual and family counseling, restorative justice, court programs and monitoring, educational workshops, and much more. Ninety percent of our clients maintain their healthy behaviors after graduating from YouthZone. Founded in 1976, YouthZone has been, and continues to be a family-first nonprofit dedicated to fostering positive youth development for teens throughout the Western Slope of Colorado. We aim to hire diverse, family-focused team members who believe that growth is possible for all of our clients.

**Our Vision:** *Hopeful Youth; Strong Families; Safe Communities.*

**Our Mission:** *YouthZone provides comprehensive assessment and advocacy to inspire healthy relationships between youth, families, and communities.*

YouthZone strongly encourages black, indigenous, people of color, immigrants and LGBTQ+ people to apply. We are an equal opportunity employer and we welcome everyone to consider joining our team.

YouthZone is committed to inclusion.

YouthZone advocates for equality.

YouthZone has a long history of promoting justice.

### **Employment Classification**

Full-time, non-exempt; 40 hours per week. Reports to Assistant Director. Based in our Glenwood Springs office, this position requires access to a reliable vehicle for periodic travel throughout YouthZone's service area of the Colorado Ninth Judicial District, which includes Garfield, Rio Blanco and Pitkin Counties. It will be expected that the Mental Health Counselor will also provide services in our auxiliary offices as needed.

**Hiring Salary Range: The starting annual salary range for this position begins at \$59,000.**

### **Position Overview**

The Mental Health Counselor will counsel individuals and groups to promote optimum mental health. The successful candidate will possess at least a basic knowledge of youth assessment, diagnosis of mental health concerns, designing treatment plans, and experience providing services directly to youth for their mental health concerns.

Working with youth often demands a strong ability to monitor and track many different parts of their treatment and current functioning. Mental Health Counselors at YouthZone must be able to handle several tasks at once in a calm, organized fashion. They also must be patient, flexible, and adapt well to fluctuating needs. It is also helpful to be able to collaborate with parents and other providers. Mental Health Counselor documents all counseling sessions, groups, and other client interactions on YouthZone's charting database. Consults, coordinates, and collaborates with Clinical Director, Youth Advocates, administrative staff and Program Coordinators. Works with a diverse client population in a variety of treatment approaches and settings.

### **Essential Functions, Responsibilities and Abilities of the Mental Health Counselor at YouthZone**

- Conduct intakes and initial needs assessments.
- Identify clients who could benefit from Behavioral Health services and coordinate with Direct Service Team to provide those services.
- Connect with referred clients skillfully and effectively.
- Employ principles of trauma-informed care with all clients.
- Provide Individual, family or group therapy.
- Provide psychoeducation in all areas of behavioral health.
- Accurately chart and enter data in the YouthZone database (Salesforce).
- Effectively and efficiently consult with all Direct Service providers at YouthZone. This includes team-based behavioral health care, and coordination of care principles.
- Provide excellent customer service to partner agencies, co-workers, community and clients.
- Refer clients to appropriate community agencies, as warranted.
- Abide by confidentiality guidelines and HIPAA compliance standards.
- Active involvement in clinical supervision meetings and Direct Service staffing to ensure continuity of care and ongoing program improvement.
- Responsible for community outreach, networking, and resource development.
- Conduct staff training as requested by the Clinical Director.
- Employ interpersonal and communication skills to develop and maintain effective working relationships with all internal and external stakeholders.
- Ability to organize and prioritize workload in an often-hectic environment with frequent interruptions.
- Ability to work in a cooperative and collaborative manner within a clinical team setting.
- Ability to follow and implement direction as provided by the Clinical Director or Executive Team member.
- A working knowledge of individual, group, family, and crisis treatment approaches and their application to clients experiencing emotional and behavioral difficulties.
- Knowledge of mental illness, and psychopathology and associated treatment modalities.
- Working knowledge of Colorado Revised Statutes 27-10 (Mental Health Code).
- Knowledge of local community health and mental health resources.

### **Education, Training and Experience**

- *Required:* Master's degree in Counseling, Social Work, Psychology, or another human services field.
- *Required:* Licensed in the State of Colorado, or willingness to acquire Colorado Licensure in reasonable timeframe. (Will consider licensure from another state if it can qualify for a Colorado state license.)
  - *YouthZone will consider providing support for qualified applicants who need supervision hours and/or CE credits relating to Colorado Licensure.*
- *Highly desirable:* Two or more years of experience in a behavioral health field.
- *Required:* Excellent typing and word processing skills.
- *Required:* High proficiency with MS Office programs: Outlook, Word, Excel, and PowerPoint.
- *Highly desirable:* Fluency in Spanish
- *Highly desirable:* Bilingual and/or bicultural Spanish.
- *Highly desirable:* Knowledge of Trauma Informed Care and Motivational Interviewing principles.

## **Working Relationships of Mental Health Counselor at YouthZone**

- Reports to the Assistant Director.
  - Meet regularly with Assistant Director for employment coaching and support, training and general support of work/life balance.
- Receives clinical supervision from the Clinical Director.
  - Meet regularly with Clinical Director to discuss client progress, treatment plans, and overall clinical support.
- Professional and collaborative relationship with all members of Direct Service team.
- Actively participates in Client staffing meetings, direct service team meetings, and trainings.

## **Other Requirements**

- Participation in a child abuse registry check, fingerprint/Colorado Bureau of Investigation check, driving history check, and drug screen.
- Attend and participate in regular YouthZone direct service staffing meetings.
- Exceptional interpersonal communication skills.
- High proficiency and comfort level with computers and technology, to include word processing, spreadsheets, email, calendar/collaboration operations, and use of cloud-based functions.
- Professional attitude, and courteous manner.
- Exceptional task and time management skills.
- Creativity and strong problem-solving skills.

## **Required Responsibilities of YouthZone Team Members**

- Establish and nurture key relationships, both internal and external.
  - Serve as an ambassador for YouthZone and its mission throughout the communities we serve.
  - Be prepared to provide accurate information and answer questions about YouthZone's programs, services, and development opportunities. This includes the ongoing Wish List.
- Establish meaningful customer and client relationships.
  - Ability and willingness to work with youth and adult clients with an attitude of respect, compassion and non-judgment.
  - Ability to problem-solve with parents and service providers in order to best support youth.
  - Demonstrate flexibility in scheduling meetings with youth, parents, partners, and stakeholders.
- Maintain administrative responsibilities.
  - Maintain strict compliance with YouthZone operational and safety policies, procedures, and standards.
  - Comply with confidentiality practices, HIPAA guidelines, and mandatory reporting of child abuse and/or neglect.
  - Notify Clinical Supervisor immediately regarding interactions with high-risk clients, and/or emergent situations.
  - Complete all required and requested documentation and reports in a timely manner.
- Participate as a contributing member of the YouthZone Team.
  - Attend and participate in regularly scheduled mandatory meetings.
  - Participate in organizational activities as directed, in order to meet the goals and objectives of YouthZone.
  - Attend and participate in YouthZone fundraising activities and programs, as directed.
  - Uphold YouthZone's Core Values: *We strive to INSPIRE with Integrity, No judgments, Stewardship, and we believe in Possibilities, Inclusiveness, Restoration and Encouragement.*
- Perform any other duties in service to the successful operation of YouthZone as assigned by the Executive Director or Assistant Director.

### **Required Skills and Attitudes of YouthZone Team Members**

- Persistence and assertiveness in advocating for youth.
- Ability to sufficiently type for purposes of crafting reports and correspondence, and for data entry.
- Willingness to share in office maintenance and upkeep, as directed.
- Commitment to the success of the organization and its programs.
- Reliability, friendliness, and conscientiousness.
- Enduring sense of humor.

### **Benefits of working at YouthZone**

YouthZone is a great place to work! In addition to a healthy, supportive work culture, we offer three hours of weekly exercise time, employee retirement plan, health insurance/wellness stipend, and the opportunity to be part of a wonderful team consisting of committed and passionate professional optimists.

An offer of employment at YouthZone will be contingent upon the candidate passing a background screening process that includes Colorado Bureau of Investigation fingerprint check of criminal history, Child Abuse Registry check and drug screen. All YouthZone staff must also show proof of auto insurance and submit copies of diplomas and/or certificates of training.

***The statements contained herein reflect general details in order to describe the essential functions of the position, as well as the skills and attitudes necessary for success. It should not be considered an all-inclusive listing of work requirements. Individuals may be required to perform other duties as assigned. This job description does not constitute an employment contract and is subject to change as the needs of YouthZone and requirements of the job change.***

### **To Apply**

Send current résumé and a cover letter in which you:

- Introduce yourself,
- Highlight your relevant skills, training and experience,
- Explain why you would like to work for YouthZone,
- Describe what you would bring to the YouthZone community as a member of our team.

Email your application materials to [careers@youthzone.com](mailto:careers@youthzone.com).