

SAGE Counseling, Inc.
EMPLOYEE BENEFIT SUMMARY

Seven Paid Holidays

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day

Paid Vacation

2.31 hours per pay period first year (60 hours); increases to 3.08 hours per pay period second year (80 hours).

Sick Leave

2.0 hours per pay period (52 hours per year)

Wellness Day

One day added to vacation for utilizing 8 (or fewer) hours of sick leave in a calendar year

Bereavement Leave

Up to three (3) days paid leave in the event of death of immediate family member

Health Insurance

Currently 2 plans available provided through Aetna. SAGE pays first \$292 of monthly premium. Employee only coverage costs \$62 per month for standard \$250 deductible 90/10 PPO plan and there is a high deductible H.S.A plan available fully paid by SAGE.

Dental Insurance

Currently provided through SecureCare Dental, Three different programs available.

Life Insurance

\$20,000 life policy provided by SAGE.

Voluntary Life, STD and LTD

Additional voluntary life insurance, short term disability and long term disability available from Principal Financial Group at reduced group rates.

Employee Assistance Program

Provided free to all employees through Principal Financial Group

Legally mandated

Workers Compensation, FICA match, unemployment

Note: Benefits programs can be changed, altered, enhanced or cancelled at any time with or without advance notice

To view the Agency's benefits on line at : <http://gfgbenefits.com/login.html>
Password: sage(lowercase).

SAGE COUNSELING, INC.

JOB DESCRIPTION

COUNSELOR

REPORTS TO: The position of Counselor at ***SAGE Counseling*** operates under the direction of the Clinical Director unless otherwise specified.

SUPERVISES: No one.

JOB SUMMARY:

Counselors provide the services listed below for various referral issues, various treatment plans and a variety of settings, such as out-patient office sites, in-home, or incarceration facilities. Counselors may provide individual, group, couples, or family counseling or education as directed and described in the responsibilities and duties.

RESPONSIBILITIES AND DUTIES

A Counselor may provide any of the following tasks at ***SAGE***:

1. Conduct client intakes, as well as various screenings, evaluations, and assessment services as directed,
2. Write client Treatment Plans, and conduct periodic Treatment Plan reviews,
3. Conduct individual, group, couples, or family therapy,
4. Assess and document clients' progress in treatment,
5. Administer certain assessment tools or pre- and post-tests. These may include the SASSI, ASUS, MAST, and others,
6. Facilitate various counseling groups, including substance abuse, domestic violence offender treatment, anger management, Cognitive Restructuring, Employability Skills, Relationship Skills, or others,
7. Assess clients or potential clients regarding their need for services,
8. Assess the risk of clients being violent, suicidal or homicidal,
9. Maintain accurate documentation regarding clinical work with clients, including but not limited to: intake forms, progress notes, treatment plans, discharge forms, Monthly Progress Reports, Notice of Client Non-Compliance, DUI screening forms, and Authorizations to Release Information forms,
10. Submit all required paperwork in a timely manner and within the timeframes outlined in agency policies,
11. Respond to telephone calls and document requests,
12. Schedule appointments with one's clients,
13. Provide information regarding client's treatment to other parties, per SAGE Policy, when authorized by the client to do so with an Authorization to Release Information Form.,
14. Collect fees from clients, complete related documentation, and transfer receipts and paperwork to the main office within the policy requirements,

15. Follow the agency Policies & Procedures, as well as policies and procedures required by agency contracts.
16. Complete other tasks as assigned.

Job Description – Counselor

Counselors must always act in a professional manner, be sensitive to cultural differences and diversity, and follow the Ethical Code according to SAGE Policy and Procedures and the code of ethics required by BBHE to maintain licensure. Counselors will recognize the limits of their own professional expertise and seek supervision and/or refer clients to another professional as needed. They will make clinical and organizational decisions with the clients' well-being and best interest in mind.

MINIMUM QUALIFICATIONS:

SAGE Counselors must meet or exceed the qualifications for a "Behavioral Health Technician," as described in the Arizona Administrative Code. They must also have a Bachelor's degree in a social service field and at least one year's related work experience. Domestic Violence counselors have additional training requirements according to OBHL regulations. Licensure with ABBHE is required for counselors facilitating AOD outpatient groups.

Counselors must be able to pass required annual background checks required by MCAPD, MSCO, or other agencies.