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**Job Title:** Lead Counselor – Rehabilitative Behavioral Health Services (RBHS)

**Supervisor:** Coordinator of Rehabilitative Behavioral Health Services (RBHS)

**Terms of Employment:** 190 days

**Job Summary:**

Through the provision of individual, family, and group therapies, employee will work with assigned students, their families, peers, teachers, and school administrators to facilitate the development of healthy coping skills, adaptive patterns of interacting with others and appropriate responses to environmental stimuli, while overseeing the daily functions of team(s) of Behavioral Interventionists.

**Essential Duties:**

1. Oversee daily activities of RBHS Behavioral Interventionists and sign off on all Medicaid related documentation.
2. Collaborate with RBHS team members, school personnel, and family members to develop an Individual Plan of Care to include therapeutic services for specific students.
3. Provide assessments, behavioral intervention, and individual, family, and group therapy to identified students.
4. Conduct home visits for the purpose of service coordination and therapy appointments.
5. Participate in and provide all information for Individualized Education Plan Meetings, Family Treatment Plan Meetings, Behavioral Manifestation Hearings, DJJ Hearings, and all other student specific meetings as deemed necessary by the client, their guardian, or school personnel.
6. Complete all necessary RBHS paperwork in an accurate and timely manner.
7. Oversee documentation of Medicaid services by the RBHS team and/or ancillary interventionist staff in order to assure all billings procedures and policies are accurately followed at identified school location and bill in a timely manner.
8. Participate in identified in-service trainings.
9. Participate in all individual and group supervision sessions provided by the RBHS Coordinator.
10. Facilitate RBHS team meetings and provide individual and group supervision to behavioral interventionists, as needed.
11. Properly maintain all clinical records as outlined by the Department of Health and Human Services standards.



12. Respond to school administration concerns/questions about services to students enrolled in RHBS at their school.

**Other Duties:**

- Assume other responsibilities as assigned by Coordinator of RBHS.
- Maintain CPI Certification Status.

***Licensed Lead Counselor***

- *Perform all masters level responsibilities listed above.*
- *Consult monthly with the Coordinator of RBHS to ensure program efficacy.*
- *Review assessments of lead counselors to determine appropriate DSMV-IV diagnosis of clients and treatment goals.*
- *Sign medical necessity forms to initiate client treatment.*
- *Conduct biannual client chart audits (clinical files) at random locations to ensure charts are in compliance with Medicaid standards as mandated by DHHS standards.*
- *Will maintain required CEUs as mandated by the State Licensure Board.*

**Job Specifications:**

1. Performance of this job will be evaluated annually in accordance with provisions of the District's policy on Evaluation of Professional Personnel Masters Degree in Psychology, Social Work, or other related Behavioral Health field from an accredited institution of higher learning.
2. Licensed Eligible Social Worker, Professional Counselor, or Doctoral Psychologist preferred.
3. Minimum of 3 years working in the field of social work and/or clinical counseling with children and adolescents.
4. Such alternatives to the above as the District/Board may find appropriate and acceptable.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the



employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Pay Grade:** 115

Please click [here](#) for salary scales.

*This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.*