



# UNITED PLANNING ORGANIZATION

**POSITION:** Supervisory Treatment Counselor  
**DEPARTMENT:** Comprehensive Treatment Center  
**BULLETIN No:** 01022012  
**SALARY RANGE:** \$60,000 - \$70,000 annually  
**OPENING DATE:** 02/03/2012  
**CLOSING DATE:** Open until filled  
**FIRST SOURCE:** Applicable

**Brief Description:** Manage clinical operations to ensure delivery of quality clinical services in accordance with Federal and State regulations. Document information obtained from client interviews, evaluations/assessment and treatment plans appropriately following UPO/CTC procedures/protocols in compliance with State, Federal, APRA, CARF stipulated documentation requirements. Monitor counselors to ensure all required daily billable hours are met. Ensure that all client clinical charts are in compliance with Federal and State regulations by conducting regular chart audits. Establish policies, procedures and standards for implementing programs. Provide supervision, guidance and technical assistance to counselors to enhance their skills and techniques. Evaluate and monitor counselor's performance to ensure the quality of professional services offered to the clients. Monitor counselor's to ensure that day-to-day counseling intervention in the form of education, group, individual and family therapy are conducted adequately ensuring that case review and management, treatment planning and referrals are done in accordance to regulatory agency requirements. Plan, organize and direct subordinates to conduct daily activities as prescribed in their position description. Meet the training and professional development needs of subordinates in accordance to client welfare and programmatic requirements. Work closely with management to improve quality of care for clients and affect change in the Center. Work with the Medical Director to co-facilitate inter-disciplinary team meetings.

**Minimum Qualifications:** Master's Degree in Counseling or Behavioral Health field. Licensed Professional Counselor (LPC). Licensed Clinical Social Workers (LCSW) or Licensed Marriage Family Therapist (LMFT). Four years of supervisory experience. Must maintain current licenses and comply with the credentialing requirements related to licensed professionals. Proficient computer/technical and word processing skills. Possess excellent organizational, time management, business management, verbal and written communication skills. **Desired Qualifications:** One year mental health experience. Ability to operate the District Automated Treatment Accounting System (DATA) with efficiency and accuracy.

**Other Requirements:** In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI Fingerprinting, pre-employment physical examination and drug screening as applicable for the position.

**This position is NOT in the collective bargaining unit.**

**Apply on-line at [upojobs@upo.org](mailto:upojobs@upo.org) or Fax resume at (202) 319-3237**  
**Apply within at Human Resources, 301 Rhode Island Ave., NW, 1st Floor**  
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