

Human Skills & Resources, a non-profit agency, located in Tulsa, Oklahoma, that provides outpatient services for adults dealing with substance abuse and mental health issues, is seeking a Full time counselor. Must have a Master's degree in social work, be LCSW licensed or eligible for under supervision for license, required.

Job Duties and Requirements:

Responding to referrals of patients needing services in a timely manner

Conducting and completing substance abuse and mental health assessments and treatment plans

Providing In office individual and group therapy sessions

Complete biopsychosocial assessments and intakes

Submit required court reports in a professional and timely manner

Must have proficient computer skills and be able to complete service notes, discharges and documentation paper work thoroughly and on time.

Ability to complete detailed, yet concise progress notes on all services provided. Ensure proper treatment authorizations are in place, accuracy and completeness of billed services.

25 hours per week of productivity expected based on a 40 hour work week. Must be available to work at least 2 evenings a week, until 7:00pm, to meet with clients.

Full complement of benefits, medical, dental, vision, life insurance, paid holidays, 120 hours of PTO, 401K with company match, company paid CEU's and license renewals. Supervision for licensure provided by CEO.

Human Skills & Resources is an Equal Opportunity Employer