

Counselor

1. Charting: case management notes, group notes, counseling notes, and other clinically appropriate documentation as needed to reflect client care. (6)
2. Support client development of treatment plans and goal setting during treatment and in transition to the community. (6)
3. Provide referrals to outside organizations, such as psychiatry, employment resources, etc. (6)
4. Complete Status reports as requested by clients, courts, and probation/parole officers. (6)
5. Support and complete client discharges to ensure appropriate therapeutic support. (6)
6. Data entry into appropriate electronic record systems, such as AVATAR and ARMS. (6)
7. Consult with a Clinical Supervisor or senior management as needed or required. (6)
8. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
9. Attends training related to the performance of MAA. (20)

Employee Signature (Please sign in blue ink)

Date

Employee Name (Printed)

