



155 N. Water St.
Kent, OH 44240

www.townhall2.com

Phone: 330-678-3006
Fax: 330-678-7558

Job Title: Mental Health Counselor
Department: Counseling VOCA
Reports To: Clinical Services Director
Employment Status: Full-Time
FLSA Status: Exempt

Why Work Here?

At Townhall II Integrated Health Network, the work you do truly matters. As a Mental Health Counselor, you play a critical role in supporting individuals who have experienced trauma, crisis and mental health challenges, helping them move toward healing and stability.

We offer more than just a job—we offer a meaningful career where you can grow personally and professionally.

When you join our team, you will:

- **Make a Real Impact** – Provide immediate support and guidance to individuals in crisis.
- **Develop Lifelong Skills** – Build expertise in crisis intervention, active listening and behavioral health.
- **Be Part of Something Bigger** – Join a mission-driven organization dedicated to supporting the community.
- **Grow Your Career** – Ongoing training, supervision and advancement opportunities.
- **(Full-Time) Enjoy Competitive Benefits** – Including medical, dental, vision, paid time off and more.

Position Summary

This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the position. Responsibilities may change at any time based on business needs.

- 24/7 Crisis Helpline - 330-678-HELP
- Mental Health Counseling
- Outpatient Addiction Treatment/Counseling
- Alcohol/Drug/Violence/Gambling Prevention and Education
- Horizon House: Residential Treatment for Women
- Project Detour: Driver Intervention Program
- Victim Advocacy/Outreach/Counseling
- Portage County Rape Crisis Center



Prohibition on Re-Disclosure of Confidential Information: This notice accompanies a disclosure of information concerning a client in alcohol/drug treatment, made to you with the consent of such client. This information has been disclosed to you from records protected by federal confidentiality rules (42 CFR, Part 2). These federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or is otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.

The Mental Health Counselor provides counseling services to adults and adolescents, particularly those who have experienced crime-related trauma, including sexual assault. This role includes assessment, treatment planning, individual and group counseling and crisis intervention.

The ideal candidate is compassionate, organized and skilled in trauma-informed care, with the ability to manage a diverse caseload while maintaining high clinical and ethical standards.

Key Responsibilities

Clinical Services

- Complete telephone intakes as assigned.
- Conduct comprehensive mental health assessments in accordance with regulatory standards.
- Develop, implement and monitor Individual Treatment Plans for assigned clients.
- Provide individual counseling sessions based on client needs and program expectations.
- Facilitate group counseling sessions as assigned.
- Provide family and collateral counseling as appropriate.
- Deliver crisis intervention services for clients on assigned caseload in collaboration with your supervisor, the Helpline or other emergency resources in the community.
- Provide direct services to victims of crime, EAP referrals and individuals with mental health concerns.

Documentation and Compliance

- Complete accurate, timely and professional clinical documentation in accordance with agency standards.
- Maintain compliance with all regulatory and certifying bodies.
- Participate in outcome tracking and reporting, including Ohio Department of Mental Health requirements.

Professional Development

- Attend and actively participate in clinical supervision.
- Seek supervisory consultation, as needed, for client care.

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- Participate in ongoing professional development and training aligned with best practices.

Program and Team Participation

- Assist in implementing program goals, objectives and staff training initiatives.
- Promote positive relationships within the agency and community.
- Collaborate with interdisciplinary teams and participate in agency functions.
- Maintain attendance, productivity and adhere to all company policies.

Professional Expectations

- Adhere to all Townhall II policies and procedures.
- Maintain ethical standards consistent with mental health and substance use counseling professions.
- Demonstrate professionalism, accountability and strong interpersonal skills.
- Perform other duties as assigned.

Qualifications

Education and Experience

- Master's degree in Counseling, Social Work, Psychology, or related field from a CACREP-accredited (or equivalent) program.
- Current licensure through the Ohio Counselor, Social Worker and Marriage and Family Therapist Board required.

Required Skills and Abilities

- Strong clinical assessment and counseling skills.
- Knowledge of trauma-informed care and crisis intervention.
- Excellent written and verbal communication skills.
- Ability to manage multiple clients and responsibilities effectively.
- Strong organizational and time management skills.
- Ability to work independently and collaboratively.
- Ability to work independently and as part of a team.
- Good communication and interpersonal skills.

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Pre-Employment Requirements

- Successful completion of background check and drug screening.

Certifications and Licensure

- Must obtain CCDC registered candidate status within 90 days of hire (if applicable).
 - Must obtain Mental Health and/or AOD licensure within 3 years of hire (if applicable).
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Work Environment and Physical Requirements

- Work is performed in an office or clinical setting.
- Regularly requires sitting, typing and communicating with clients.
- Occasional standing, walking and light lifting (up to 10 pounds).
- Moderate noise level typical of a clinical environment.

Townhall II is an Equal Opportunity Employer. We are committed to creating an inclusive environment for all employees and applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, military status, sexual orientation, gender identity, or any other protected status in accordance with applicable federal, state, and local laws.

Employment with Townhall II is at-will. This means that either the employee or the employer may terminate the employment relationship at any time, with or without cause or notice, in accordance with applicable law.

Townhall II provides reasonable accommodations to qualified individuals with disabilities in accordance with applicable laws. If you need assistance or an accommodation during the application process or in the performance of this role, please contact Human Resources.

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