JOB DESCRIPTION

County of York

Integrated Medical & Behavioral Health Division

Licensed Behavioral Health Professional (LCSW/LCPC/LADC)

Status: Per Diem

FLSA: Non-Exempt / Hourly

Salary: $35.00- $50.00/hr
**Based on credentials and experience*

Reports To: Director of Behavioral Health and/or designee

Job Summary

The Licensed Behavioral Health Professional provides comprehensive behavioral health services within the IMBH Department as part of an interdisciplinary treatment team. This role conducts psychosocial assessments, develops preliminary diagnostic impressions, provides counseling and crisis intervention services, and engages in ongoing treatment planning and case management. The position supports patient stabilization, treatment continuity, and recovery while ensuring compliance with clinical standards, regulatory requirements, and facility policies in a secure correctional setting and/or substance abuse recovery center.

Scope/Supervision

This position operates independently within the scope of professional licensure while collaborating closely with medical, nursing, security, and behavioral health staff. Clinical oversight is provided by the Director of Nursing and Director of Behavioral Health.

Responsibilities and Examples of Duties

- Enrolls individuals into designated authorization and billing systems (e.g., Kepro, Atrezzo) to support service approval and reimbursement.
- Reviews assigned client cases to ensure complete, accurate documentation and compliance with treatment and billing requirements.
- Reviews medical records, assessments, and supporting documentation to inform treatment planning and service delivery.
- Develops individualized treatment plans in collaboration with medical, behavioral health, and case management staff, identifying both short- and long-term recovery goals.

- Provides direct substance use disorder counseling services to individuals, families, and groups in both individual and group treatment settings.
- Facilitates curriculum-based group education sessions addressing substance use disorder, recovery principles, and relapse prevention.
- Provides group therapy services at the appropriate credentialing level (LADC/CADC or equivalent), promoting therapeutic engagement and structured group processing.
- Monitors client progress toward treatment goals and reports progress during interdisciplinary team meetings.
- Maintains accurate, timely client records in accordance with licensure requirements, organizational policies, and confidentiality standards.
- Provides aftercare planning and discharge coordination as individuals complete treatment or transition to another level of care.
- Coordinates and communicates with external agencies, providers, and community partners involved in client care, as needed.
- Attends required staff meetings, in-service trainings, clinical supervision sessions, and professional development activities.
- Documents services rendered, records units of service delivered, and submits required billing documentation and unit logs to support reimbursement.
- Demonstrates professionalism, ethical conduct, and accountability in all interactions with clients, staff, and partner agencies.
- May provide transportation services or conduct screenings at the York County Jail or other approved community locations, as required.
- Performs additional related duties as assigned to support program operations and treatment services.

Knowledge, Skills, and Abilities

- Knowledge of evidence-based substance use disorder treatment theories, techniques, and co-occurring disorder treatment approaches.
- Ability to conduct thorough assessments and assist individuals in establishing meaningful recovery goals.
- Strong group facilitation skills and ability to engage diverse populations in group treatment settings.
- Understanding of gender-responsive and trauma-informed treatment principles.
- Strong interpersonal, verbal, and written communication skills.
- Ability to establish and maintain effective therapeutic relationships with clients, families, staff, and community partners.
- Ability to work collaboratively as part of an interdisciplinary treatment team.
- Demonstrates the ability to work independently, exercising sound judgment while remaining accountable to agency policies, supervision, and program expectations.
- Demonstrates basic computer proficiency, including use of email, electronic documentation systems, spreadsheets, and standard office equipment.
- Demonstrates strong interpersonal communication, and written documentation skills appropriate for client records, care coordination, and professional correspondence.
- Demonstrates a commitment to team-based collaboration**,** contributing positively to a multidisciplinary and supportive work environment.

Education and Experience Requirements

Education

- Bachelor's degree in human services or a related field ***required***
- Master's degree in psychology, counseling, social work, or related behavioral health field ***preferred***

Licensure & Certification

- Certified Alcohol and Drug Counselor (CADC) required.
- Licensed Alcohol and Drug Counselor (LADC) preferred.
- CPR and First Aid certification required or must be obtained within six (6) months of hire.

Experience

- Minimum of five (5) years of experience working in substance use disorder treatment required.
- Residential treatment experience preferred.

Preferred Training

- Gender responsive treatment training.
- Trauma-informed care training.
- Training in Motivational Interviewing (MI) and Cognitive Behavioral Therapy (CBT) is required.

Work Environment

Work is performed in a clinical setting within a secure correctional facility and/or Substance Abuse Recovery Center. Employees may be exposed to blood and blood-borne pathogens, infectious diseases, and hazardous materials, requiring strict adherence to safety protocols and use of personal protective equipment.

The role requires the ability to sit, stand, walk, and perform repetitive hand and arm movements for extended periods, as well as lift up to 25 pounds. Visual and auditory acuity, manual dexterity, and effective communication skills are necessary. Employees must maintain focus and professionalism in a regulated, fast-paced, and potentially high-stress environment.

Expected Hours of Work

This position is full-time and scheduled based on the operational needs of the department. Work hours are typically during normal business hours, with occasional flexibility required.

Other Duties

This job description is not intended to be an exhaustive list of all duties, responsibilities, or activities required of the employee. Duties may be modified or assigned as operational needs change, with or without notice.

SUBMITTAL INSTRUCTIONS

Interested candidates must submit a resume and/or application with qualifications to:

York County Government
Attn: Human Resource Department
45 Kennebunk Road, Alfred, ME 04002
Or via email: HR@yorkcountymaine.gov
Physical Address: 149 Jordan Springs Road, Alfred, ME 04002
York County applications can be completed via our website: yorkcountymaine.gov/careers

Deadline: This posting will remain open until position has been filled

Applications are considered based on ability, competence, and experience. It is a fundamental policy of York County Government not to discriminate based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, pregnancy, disability, status as a veteran, disabled veteran, or any other category protected by an applicable federal, state, or local law.

The intent of this position description is to provide a representative summary of duties, and responsibilities that will be required of positions given this title and is not a declaration of the specific duties and responsibilities of any position. Employees may be assigned job-related tasks other than those specifically presented in this description.

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