



Employee: _____

Therapist/ Therapist in Training/ Clinical Counselor - Qualification Checklist

- Licensed In the State of Virginia (Department of Health Professions).
- Resident in Counseling In the State of Virginia (Department of Health Professions).
- A Valid Drivers License
 - ❖ Has Auto Insurance
 - ❖ Has a Good Driving History

Knowledge, Skills, and Abilities

Knowledge

- Knowledge of ACA Code of Ethics
- Knowledge of the NASW
- Knowledge of Counseling and Psychological terminology.
- Knowledge of Human Rights
- Knowledge of Person Centered Theoretical Practices and Planning
- Knowledge of Symptoms and Behaviors associated with Mental Health Diagnosis
- Knowledge of The 12 Core Functions of Counseling
- Knowledge of Verbal De-escalation

Skills

- Team oriented experience and leadership ability
Demonstrated ability in establishing and meeting priorities and goals.
- Ability to read and comprehend instructions, short correspondence, memos, business correspondence, and all other mental health related documents.
- Ability to write clear, concise, and accurate.
- Capable of establishing positive interpersonal relationships with a broad range of people.
- Effective oral and written communication skills.
- Basic mathematical skills required.
- Able to solve complex problems and deal with a variety of barriers to client treatment
- Able to operate computer, printer, copy and fax machines, calculator, and other office equipment.

Abilities

- Ability to Train individuals on Functioning Skills and Appropriate Behavior based on individual needs
- Physically able to sit, stand, move up and down stairways, talk and hear, drive to and from community Resources.
- Physically able lift and/or move up to ten pounds and occasionally lift and/or move up to twenty pounds.
- Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.
- Ability to reason effectively and interpret a variety of instructions furnished in written or oral form.
- Ability to work with minimal supervision.
- Ability to function autonomously and make individual decisions when appropriate.
- Ability to interact with a variety of individuals and the ability to meet deadlines as required

Signature

Date

By signing above, the Hiring personnel attest that the potential employee meets the qualifications, Knowledge, Skills, and Abilities necessary to perform the duties of a Mental Health Professional.