



Mental Health Counselor-Job Description

Updated 8/2026

Reports To: Executive Director

Classification: Full-Time, Non-Exempt

Schedule: 40 hours per week. Schedule may include flexible hours based on survivor needs, typically within the hours of 8-5 Mon-Thurs and Fri 8-12 and rotating 24-hour crisis line coverage. May also participate in some outreach events that could require schedule adjustments beyond normal business hours with advance notice.

Location: Blackfoot, Idaho

About Bingham Crisis Center

The Bingham Crisis Center's (BCC) Mission is to work within the community to help eliminate domestic and sexual violence, promote healthy non-violent relationships by providing emergency services, shelter, individual and group treatment, education and support services to survivors and their families.

Position Summary

Our Counselor provides trauma-informed, survivor-centered therapeutic services to adults, adolescents, children, and other non-offending family members who have been directly or indirectly affected by domestic violence, sexual assault, physical or sexual abuse, stalking, or family violence. The Counselor is responsible for assessment, treatment planning, individual and group counseling, crisis intervention, safety and risk assessment, referrals, and accurate clinical documentation. This position works collaboratively with Advocates, the Executive Director, and other members of the treatment and multidisciplinary team to support survivors' safety, healing, and well-being.

Essential Duties & Responsibilities

Counseling & Therapeutic Services

- Provide individual and group counseling.
- Conduct assessments, evaluations, observations, and interviews using appropriate assessment tools to identify survivor needs and develop clinical impressions.
- Develop, implement, review, and update individualized treatment plans based on assessed needs and treatment goals.
- Incorporate evidence-informed and clinically appropriate approaches, including Cognitive Behavioral Therapy and trauma-informed practices, into treatment as appropriate.
- Provide emergency and crisis intervention services when needed.
- Assess survivors for risk and safety concerns and coordinate with appropriate staff and community resources to support safety planning.
- Facilitate therapeutic survivor groups and support the development of groups that address identified survivor needs.

Assessment, Referral & Care Coordination

- Make appropriate referrals to address psychological, psychosocial, medical, and other identified needs.
- Coordinate counseling, treatment, and group needs with staff advocates and other appropriate BCC team members.
- Participate in regular multidisciplinary and treatment team meetings.
- Collaborate with community partners and service providers, as appropriate, while maintaining required confidentiality and professional boundaries.

Documentation & Confidentiality

- Maintain accurate, timely, and complete client records, treatment documentation, required statistics, and other program documentation.
- Protect survivor confidentiality and handle all client information in accordance with applicable laws, ethical standards, agency policy, and professional licensing requirements.
- Exercise sound professional judgment regarding documentation, information sharing, mandated reporting, and client safety concerns.

Crisis Response, Training & Community Engagement

- Participate in rotating 24-hour crisis line coverage with other staff members.
- Coordinate or assist with employee workshops, courses, and trainings related to mental health, trauma, staff stress management, and self-care.
- Assist with public education, outreach, information, and fundraising events as needed.
- Participate in professional development and continuing education to maintain and strengthen clinical knowledge and skills.

Team Collaboration & Professionalism

- Work collaboratively and respectfully with the Executive Director, Advocates, staff, and other community members to support coordinated survivor services.
- Maintain professional boundaries, ethical standards, cultural responsiveness, and a survivor-centered approach in all interactions.
- Attend staff meetings, trainings, and other required agency activities.
- Perform additional duties assigned by the Executive Director that are consistent with the position and agency needs.

Minimum Qualifications

- Master's degree in counseling, social work, marriage and family therapy, psychology, or another closely related clinical field, including required clinical coursework and internship experience.
- Current or eligible professional licensure in the State of Idaho appropriate to the position (such as LPC, LMSW, LMFT, LCSW, or comparable qualifying credential).
- Experience and training in providing counseling or therapeutic services to adults, adolescents, and children.
- Knowledge of and experience working with trauma, abuse, family violence, and related behavioral health concerns.
- Strong communication, counseling, assessment, and crisis intervention skills.
- Ability to work collaboratively as part of a treatment and multidisciplinary team.

- Ability to lead therapeutic groups.
- Ability to maintain confidentiality, professional boundaries, and sound clinical judgment.
- Valid driver's license, reliable transportation, and proof of insurance.
- Ability to pass a criminal background check.

Preferred Qualifications

- Experience providing trauma-informed services to survivors of domestic violence, sexual assault, stalking, or other forms of interpersonal violence.
- Experience with Cognitive Behavioral Therapy, play therapy, and other evidence-informed trauma treatment approaches.
- Experience working with children and adolescents affected by abuse or family violence.
- Experience working in a victim service organization, community mental health setting, or similar human services environment.
- Experience facilitating therapeutic groups and providing crisis intervention.

Physical & Working Conditions

Primarily office- and counseling-based work with prolonged periods of sitting and computer use. The position may require flexible scheduling, rotating crisis line coverage, occasional evening hours, and travel for trainings, meetings, outreach, or agency events. Work regularly involves exposure to emotionally sensitive and potentially traumatic situations and requires the ability to maintain professional composure, appropriate boundaries, and effective self-care practices.

Equal Opportunity Statement

Bingham Crisis Center is an equal opportunity employer committed to creating an inclusive and supportive workplace. We encourage applicants from diverse backgrounds and lived experiences to apply. BCC does not discriminate on the basis of race, color, national origin, religion, sex, disability, and age.

Acknowledgement

My signature below indicates that I have read this job description and understand the requirements of the position. I agree that I am able to perform the essential functions of the job as outlined. I further understand that the responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the BCC.

Signature: _____ Date: _____