



TAMARACK GRIEF RESOURCE CENTER (TGRC) Position Announcement

TGRC is looking for a team-oriented, licensed counselor/social worker to join our team! This position will see clients, assist with Urgent Response services, and co-facilitate programs.

Please note: TGRC is only accepting applications from mental health professionals who are licensed in the State of Montana. License-eligible clinicians are not qualified for this position.

Job Title: Licensed Mental Health Counselor

Wage: \$60,000-\$72,000, DOE

Benefits: Wellness stipend, prorated \$4,200 annually; PTO, sick leave, and holidays; collegial supervision; CEs; clinical insurance

Work Hours: 1.0 FTE, Exempt

Approx. 40 hours/week – with approx. 27 direct service hours scheduled.

Hours will primarily be between 9am-6:30pm, M-Th and 9am-5pm on F. Some evenings and weekends may be necessary for special programs, events, and urgent response.

Location: This position will base out of the Missoula office.

Reports to: Meg Smith, Assistant Director/Clinic Manager

Benefits of Team TGRC!

TGRC has a staff team to support clinicians including a clinic manager, front desk/outreach coordinator, and billing manager. These staff are responsible for scheduling clients, session reminders, tech support and upgrades, preparing and submitting billing, updating intake forms, managing the waitlist, returning calls and responding to inquiries, linking callers/clients to outside resources, completing a Request for Service interview with potential clients, maintaining welcome area, restocking supplies, greeting guests, taking/managing payments and client ledgers, assisting with insurance credentialing, etc. This support allows clinicians to prioritize direct service and documentation.

Essential Duties and Responsibilities:

- Provide counseling for individuals, groups, families, and couples including youth and adults in-person and via telehealth (scheduling 27 direct service hours/week and approx. 23-24 actual direct service hours/week)
- Update & maintain clinic forms (intake packets, treatment plans, releases, requests for services, etc.)
- Facilitate groups, community workshops, grief education, and trainings
- Provide grief consultations for bereaved individuals and care providers
- Maintain clinical records and treatment plans
- Assist with mental health billing and insurance applications/processing
- Assist with facilitation of Urgent Response efforts
- Serve as a liaison between clients, community members, and professionals and comprehensive TGRC programs
- Contribute to the development and maintenance of a positive non-profit organization

Additional Opportunities may include:

- Develop and lead community/professional development workshops
- Writing, editing, assisting with publications
- Supervision of student interns

Minimum Qualifications:

- Licensed mental health provider in the State of Montana – LCPC or LCSW
- Specialized training in grief/trauma
- 2-6 years of relevant experience
- Training/experience in crisis management/care
- Training/experience with HIPAA standards
- Experience as a community educator (grief and trauma education)

Preferred Qualifications:

- Billing management experience
- Nonprofit work

Skills:

The successful candidate will demonstrate:

- Organizational and clinical skills
- The desire to learn and work in a collaborative capacity with professionals and community members
- Interest and experience in working with children, teens, adults and families in both indoor and outdoor therapeutic environments
- Excellent communication skills (including verbal, written and technical)

Interest and experience working with schools and diverse populations is preferred.

The ideal candidate will have experience with and desire to work with underserved Montanans including: Native American youth and adults, rural residents, males, economically disadvantaged, trauma and suicide loss survivors, nondeath losses, and veterans.

Interested applicants are asked to send the following materials to TGRC:

1. Letter of Interest
2. Resume
3. Names and Phone Numbers of Three References with consent to contact
4. Writing Sample (250-400 words)
 - a. For example: A mock case summary or case note

A hard copy or electronic application can be forwarded to:

**Search Committee
Tamarack Grief Resource Center
405 S 1st Street W
Missoula, MT 59801**

Or

megs@tamarackgrc.org

For more information about our organization, please visit our website at www.tamarackgrc.org.

Position: Open until filled.

TGRC is an Equal Opportunity Employer. We do not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.