



Freedom House Recovery Center

Integrated behavioral health care for children and adults

Pro Bono Counseling Network (PBCN)

A Program of Freedom House Recovery Center

Position: PBCN Program Coordinator

Supervision: Director of Outpatient Services, Orange County

Hours: 20 Hours per week

Salary: \$23 to \$28 per hour

Job Goal: To recruit volunteer therapists, perform telephone-based screening, link clients with therapists and other resources, track outcomes, report program data, and provide continuing education training in support of the volunteer efforts of participating therapists

Qualifications:

- Masters in Social Work and clinical licensing (minimum)
- Good Organizational skills
- Good Communication skills
- Training facilitation skills
- Knowledge of mental health system of care
- Knowledge of and sensitivity to cultural diversity of client base
- Ability to conduct self with high level of professionalism
- Ability to maintain confidentiality
- Ability to quickly establish rapport with diverse clientele
- Ability to assess clinical information quickly and accurately
- Crisis intervention skills
- Extensive knowledge of mental health disorders, DSM-5 diagnosis and good judgement regarding treatment needs

104 New Stateside Drive Chapel Hill, NC 27516 Phone: 919-942-2803 Fax: 919-942-2126

104 New Stateside Drive Chapel Hill, NC 27516 Phone: 919-942-2803 Fax: 919-942-2126

www.freedomhouserecovery.org



A United Way
of the Greater Triangle
Partner Agency



- Extensive knowledge of treatment resources in regional catchment area
- Ability to self-motivate and work independently without direct supervision
- Computer skills using:
 - Microsoft Word
 - Ability to use Adobe Acrobat Reader/PDF Maker, Excel, or Publisher a plus, but not required

Duties:

- Recruit licensed therapist to participate in the PBCN program by providing eight therapy sessions to un-insured or under-insured clients
- Initiate client screenings to determine level of need then carefully match client with appropriate therapist
- Coordinate 6-8 continuing education trainings per year for volunteer therapists
- Accept and screen referrals
- Provide ongoing support to volunteers, mental health professionals and participants
- Maintain documentation of meetings and other communication with clients and volunteer therapists from PBCN
- Provide monthly and annual year-end program updates and progress reports
- Refer clients to community resources as needed
- Participate in at least one community working group related to best practices for improving outcomes for consumers with mental illness
- Work with supervisor to develop program budgets and ensure that program operates efficiently within budget parameters
- Provide leadership/oversight to the PBCN Advisory Council
- Maintain client and office confidentiality
- Always maintain a high level of professionalism in demeanor, ethics, and appearance
- Other various duties on an as needed basis as assigned by the Director of Outpatient Services.

104 New Stateside Drive Chapel Hill, NC 27516 Phone: 919-942-2803 Fax: 919-942-2126

104 New Stateside Drive Chapel Hill, NC 27516 Phone: 919-942-2803 Fax: 919-942-2126

www.freedomhouserecovery.org

