



**Public Health**  
Prevent. Promote. Protect.

**Department of: HEALTH**

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<http://www.co.burlington.nj.us/health>

# Board of Chosen Freeholders County of Burlington New Jersey



Physical Address:  
15 Pioneer Boulevard  
Westampton, NJ 08060

Mailing Address:  
49 Rancocas Road  
P.O. Box 6000  
Mount Holly, NJ 08060-6000

Behavioral Health Counselor	
Supervisor: Clinical Unit Supervisor	
Mission:	To serve as a brief counseling resource, provide assessment and crisis intervention, and refer clients to existing community resources as appropriate.
Qualifications:	Must be a mental health care professional (e.g., M.S.W., Ph.D., and PsyD, MD).
<b>Activation (Phase I &amp; II)</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Report to Clinical Unit Supervisor and obtain identification</li> <li><input type="checkbox"/> Attend staff briefing</li> <li><input type="checkbox"/> Receive assignment from Clinical Unit Supervisor</li> <li><input type="checkbox"/> Set up Mental Health station</li> <li><input type="checkbox"/> Identify additional supply needs and communicate to Clinical Unit Supervisor</li> <li><input type="checkbox"/> Familiarize self with Site layout and personnel</li> <li><input type="checkbox"/> Review educational materials on health threat and medications to be dispensed or administered</li> </ul>	
<b>Operation (Phase III)</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Collaborate with Clinical Unit Staff to create a safe and comfortable environment for clients</li> <li><input type="checkbox"/> Manage clients with acute mental health issues</li> <li><input type="checkbox"/> Report activities and recommendations to the Clinical Unit Supervisor</li> <li><input type="checkbox"/> Work with security staff if clients become disruptive or unruly</li> <li><input type="checkbox"/> Refer clients to mental health services outside of the Site when necessary</li> <li><input type="checkbox"/> Complete appropriate paperwork for each client</li> </ul>	
<b>Deactivation (Phase IV)</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Clean-up workstation</li> <li><input type="checkbox"/> Pack and return unused supplies to Logistics Officer</li> <li><input type="checkbox"/> Assist in the clean-up of the Site</li> <li><input type="checkbox"/> Complete all required documentation</li> <li><input type="checkbox"/> Submit all required documentation to Clinical Unit Supervisor</li> <li><input type="checkbox"/> Participate in recovery activities as directed by the Clinical Unit Supervisor</li> </ul>	