Position Title: 08-46 / Family Counselor – Youth Services
Classification: Non-exempt, hourly

Position Summary:
Provides crisis intervention, conflict resolution, individual and family counseling and comprehensive case management services for a caseload of clients. Facilitates family-arranged placements for youth, provides psychoeducation services, and refers youth and families for other services in order to preserve/reunite the family and prevent placement of the youth in the state child welfare or juvenile justice system. Reports to assigned supervisor.

Core Responsibilities:
• Provides crisis intervention and conflict resolution with youth and their families as necessary.
• Provides individual and family counseling according to program model.
• Provides comprehensive case management services to a caseload of clients which includes: needs assessment, service planning, case coordination, service brokerage, linkages with community resources, and monitoring progress toward client(s) goals and objectives and makes recommendations for on-going services when necessary.
• Establishes trusting, nurturing, therapeutic relationships with clients and their families.
• Arranges and/or provides services needed to meet the immediate needs of client(s).
• Assesses youth and family functioning for safety, risk and protective factors and determines appropriate interventions.
• Formulates service plans and goals with client(s), obtains supervisory approval of the plan, and is responsible for the implementation of the plan.
• Analyzes and evaluates progress in the service plan and modifies when necessary to meet the needs and goals of the client(s).
• Provides psychoeducation, including positive parent-youth interactions, problem-solving, adolescent development, and positive parenting.
• Assists families to improve their support systems by providing families with information about community services and advocacy.
• Assists in locating and accessing community resources, including health care.
• Maintains positive working relationships with referring agencies, and other community resources.
• Coordinates services and attends meetings with other agencies, systems, and community providers to meet the needs of the client(s).
• Schedules appointments to the client(s) home or a setting most agreeable to the client(s) at a time that is convenient for involved parties, including regular evening appointments.
• Provides and/or arranges transportation for clients.
• Develops aftercare service/treatment plans with the client and ensures that any recommended services or providers are in place prior to client(s) being discharged.
• Participates in an on-call rotation, which may include providing after-hours crisis intervention.
• Attends regular supervision staffings with designated program supervisor and attends clinical supervision with clinical team when deemed necessary.
• Meets the documenting, record-keeping, and billing requirements of the program.
• Collects, reviews and utilizes data and information on clients and services to inform program/department performance.
• Attends required trainings.
• Participates in regular supervision and staff meetings as required by department.

Qualifications:
• Master’s degree in social work or in another human service field and at least one-year post-graduate experience in children and family services OR Bachelor's degree in social work or another human service field and at least three years post-graduate experience in children and family services.
• Experience with high risk youth and their families in crisis preferred.
• Demonstrates effective prioritization of tasks and ability to manage multiple projects and meet deadlines.
• Demonstrates resourcefulness, self-motivation, and initiative with responsibilities and assignments.
• Demonstrates effective interpersonal skills, identifies potential conflicts and proactively produces resolutions, problem-solves and makes sound decisions utilizing appropriate judgment.
• Demonstrates ability to work effectively in a team-orientated, collaborative environment and builds positive relationships with clients and staff while maintaining professional boundaries.
• Demonstrates respect and acceptance of diverse individuals and communities served by, working in partnership with or employed by Children’s Home & Aid, including but not limited to race, gender, ethnicity, social-economic status, and LGBTQ populations.
• Must have a valid driver’s license and auto insurance when the position requires an employee to operate a motor vehicle in connection with executing the position’s responsibilities which include driving to and/or from any agency function.
Screenings:
• The applicant must submit to a criminal background check and a child abuse and neglect screening and maintain a cleared status throughout employment.

Additional Requirements:
• Requires some evening hours for program activities.
• Some evening and weekend hours required for on-call responsibilities.
• Frequent travel locally and in surrounding counties.

Confidential information handled includes all information viewed and discussed related to the operations and budgets of Children’s Home & Aid, strategic planning, policy initiatives, all client information, client files, Medicaid documentation, fundraising strategies, donor contacts, donor data bases, mailing lists, Boards and committees, employee records and personnel matters, and volunteer information.

Position Description Approved by Human Resources:

Susan Purdie

Date 11/18/2019

I acknowledge that I have received a copy of my position description.

I certify that I am a qualified incumbent and have the ability to perform the core responsibilities/essential functions of this job with or without reasonable accommodation.

____________________________________     Date _____/_____/_____

Signature of Employee