

## Job Description



<b><u>Program:</u></b> A Child's Haven	<b><u>Job Title:</u></b> Family Support Counselor
<b><u>Reports to:</u></b> Early Childhood Director	<b><u>Department:</u></b> Program
<b><u>Status:</u></b> Non-Exempt	<b><u>Date:</u></b> February, 2018

### Position purpose

The Family Support Counselor coordinates treatment services for children and families enrolled in the program. Provides: Clinical assessment, treatment planning, case management, home visits, and therapeutic intervention to a caseload of (10-14) children and families in compliance with: A Child's Haven (ACH) Policies, SCDHHS-Rehabilitative Behavioral Health Services Policies, DSS Child Care Regulations, CARF, MIECHV, and best practice standards. Demonstrates a thorough understanding of related eligibility and revenue requirements associated with Medicaid and other funding sources. Bilingual (Spanish) is also encouraged.

### Essential Duties, Responsibilities and Performance Expectations

#### Care Coordination

- Consistently provides care in the cultural context of clients and communities we serve.
- Completes intake assessments and enrollment documentation according to SCDHHS, CARF and ACH standards.
- Completes detailed assessment summaries.
- Develops and executes Individualized Plans of Care (IPOC) according to SCDHHS, CARF and ACH standards, in collaboration with parents/caregivers, classroom providers, and other treatment service providers.
- Completes IPOC reviews, Addendums and Redevelopments according to SCDHHS, CARF and ACH standards.
- Facilitates the Home Visitation Model in compliance with model standards.
- Documents an average of 10 hours per week to the MIECHV Grant.
- Provides case management and intervention to a caseload of 10-14 families and children.
- Conducts an average of 4 hours of home visits with each family each month.
- Facilitate in-home parent education sessions to parents that are not able to attend a group session.
- Coordinates transition and discharge planning according to SCDHHS, CARF and ACH standards.
- Provide individual and family therapy, therapeutic intervention, behavioral management and positive parenting techniques to parents in the home.
- Collaboration with Classroom Treatment Team
- Manages and coordinates the individual treatment needs of the children on your caseload with classroom staff.
- Identifies individual treatment goals inclusive of social, emotional and behavioral development, and in accordance with developmentally appropriate practice, to help guide classroom intervention.

#### Leadership/Collaboration

- Demonstrates effective communication and leadership for support, coaching and shared responsibilities with parents, family support teams, classroom team, transportation, substitutes, support staff and Riley Center.
- Takes the initiative to share new information with co-workers after attending trainings outside the agency.
- Coordinates services with other treatment providers.
- Knowledgeable about community resources

## **Documentation**

- Meets program due dates and accurate timely submissions of all documentation: clinical services notes, IPOCs, Reviews, client contacts, referrals, weekly time sheets, monthly home visit reports, expense reports, and follow-ups.
- Submit well-written objective documentation of clinical intervention and observations in accordance to SCDHHS, CARF and ACH standards within required time frames.
- Protects child and family rights to privacy and confidentiality, especially in relation to the communication of information with third parties.
- Understands Medicaid and grant program requirements for the provision of services and meets the standards set for units of service delivered and number of participants served.
- Complete and submit grant required documentation accurately and timely as directed by grantor.

## **MINIMUM QUALIFICATIONS:**

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong organizational and time-management skills.
- Proficiency in Microsoft Word, Excel, Outlook and internet based programs
- Supervisory or mentoring experience for being assigned as Classroom Coordinator mentor or mentoring of Interns
- Must be able to travel for meetings and training that could be overnight
- Demonstrated writing skills that will meet clinical submittal standards.

### **EDUCATION AND EXPERIENCE:**

- Bilingual applicants accepted.
- Meet requirements for SCDHHS Medicaid Rehabilitative Behavioral Health Services and SCDS child care worker.
- Master's Degree in Counseling, Social Work, Marriage and Family Therapy, Psychology or related area with a minimum of 30 hours in behavioral health, child development coursework/training.
- **LPC, LISW-CP with family counseling/therapy experience. If not licensed on an independent level must be actively in clinical supervision to obtain independent license.**
- Must complete satisfactory pre-employment drug screening, criminal background, central registry, education/employment and personal reference, and DMV checks; must prove auto insurability and have valid driver's license.
- Must have demonstrated excellent collaboration, team effort and communication skills –each important for effective leadership

### **LICENSE, CERTIFICATIONS OR REGISTRATIONS:**

- Current driver's license and proof of insurability
- Pass background check and fingerprinting as required

### **ESSENTIAL PHYSICAL SKILLS:**

- Perform general physical activities that require considerable use of arms, legs and moving the whole body
- Stand for long periods
- Use a computer keyboard for long periods
- Walk distances of ¼ mile

- Ride a small bus
- Stoop and sit to enable communication with young children at children's level
- Move quickly, reach and lift in the handling of weight of materials and caring for young children

#### **ENVIRONMENTAL CONDITIONS:**

- Office
- Classrooms, Homes

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

**SALARY:** \$40,000 Per Year

#### **BENEFITS**

- A Child's Haven provides medical, dental, vision, insurance and disability for all full-time employees the first of the month following your first 30 days

#### **VACATION/SICK/PTO**

- You will begin accruing paid time off on your first day of employment and will be able to start using your time after 90 days of employment

#### **ABOUT A CHILD'S HAVEN**

- A Child's Haven is a 501(c)(3) nonprofit organization. We're dedicated to transforming the lives of young children who have experienced developmental delays or behavioral challenges. Many are victims of poverty, child abuse or domestic violence.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

To Apply for this position please send your resume to Director of Human Resources [hr@achildshaven.org](mailto:hr@achildshaven.org) and put Family Support Counselor in the Subject Line