

## Job Description



**Program:** A Child's Haven

**Job Title:** Family Support Counselor

**Reports to:** Clinical Director

**Department:** Program

**Status:** Non-Exempt

**Date:** January 28, 2019

### ABOUT A CHILD'S HAVEN

A Child's Haven is a 501(c)(3) nonprofit organization. We treat young children whose development has been delayed by limited resources, neglect or abuse. Our approach is research based, with focus on the following interconnected services: Daily mental health treatment for the child in our center; intensive guidance, family therapy and parent education in the home. 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. Complete overview [www.achildshaven.org](http://www.achildshaven.org)

### 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 (individual to the child and family therapy) to a caseload of (8 – 10) 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 treatment with children under age 5 and 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 on families.
- 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.
- Conducts center based weekly individual therapy sessions with all children on caseload, age appropriate children.
- Facilitate in-home parent education sessions to parents.
- 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
- 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:**

- Preference given to those with Infant-Early Childhood Mental Health endorsement  
<https://www.scimha.org/COMPETENCIES>
- 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 or intern mentoring.
- Must be able to travel for weekly home visits, meetings and occasional overnight training
- Demonstrated writing skills that will meet clinical submittal standards.
- English speaking; Bilingual in English and Spanish applicants preferred

#### **EDUCATION AND EXPERIENCE:**

- 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, **with LPC, or LMSW licensure (see below for full requirements.)**
- Meet requirements for SCDHHS Medicaid Rehabilitative Behavioral Health Services and SCDSS child care worker.
- 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:**

- LPC, LISW-CP with family counseling/therapy experience is required. If not licensed on an independent level must be actively in clinical supervision to obtain independent license.
- 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
- 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:**

- Therapy Rooms, Classrooms, Homes or office

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

**SALARY:** \$40,000 - \$50,000 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
- Excellent vacation, PTO, retirement and health care benefits.

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To Apply for this position please send your resume to Human Resources Office:

[hr@achildshaven.org](mailto:hr@achildshaven.org)

SUBJECT LINE: Family Support Counselor