



*Our Mission -
To empower women to achieve life changing recovery through proven
treatment and critical support services.*

Job Title: Child and Family Counselor
Reports to: Clinical Director
Job Classification: Non- Exempt

Position Summary:

Treat children with behavioral, emotional, or mental disorders. Work directly with children and parents to have individual sessions with the child and sessions with the child and parent together.

Job Duties:

- Works primarily in Project Mother & Child /ECC program and provides individual and family counseling specific to the primary or secondary needs of the client, as assigned or directed by supervisor.
- Uses standard assessment tools to assess clients' current situation including medical, family history, family/social relationships, trauma, depression and anxiety symptoms and psychiatric issues and utilizes information for Treatment Plan.
- Facilitates parenting and child development assessments.
- Facilitates education groups such as Nurturing Parent etc. as needed.
- Assist with facilitating healthy and positive visitations for moms whose children are not currently living with her in our residential treatment program.
- Is knowledgeable about typical ages and stages of children and reports any concerns about children's development. Is aware of signs of emotional distress, child abuse and neglect and complies with mandatory reporting procedures for child abuse and neglect.
- Assists in the design and implementation of a developmentally appropriate, child-centered environment to encourage independence, responsibility and positive social skills through spontaneous and planned activities and play, keeping expectations reasonable and appropriate for ages and abilities.
- Develop/prepare materials for, and facilitates, education presentations focusing on client and family needs.
- Prepare and maintain all required treatment records and reports daily to ensure all clinical files are current and meet CARF and provider regulations and guidelines.
- Responsible for the development and regular update of treatment plans (meeting specific program guidelines) utilizing and documenting client preferences, recording progress notes, preparing discharge summaries, 100% of the time as indicated by client signature of Treatment Plan and noted by counselor in progress notes. Complete all required documentation in a timely and professional manner.
- Responsible for clinical case-management, which includes ongoing contact and coordination with any outside source involved with the client, in a manner affecting treatment focus and process.



A United Way Agency

- Provides crisis intervention, as necessary, and the ongoing assessment of each client's stability and functioning.
- Makes appropriate referral throughout the client's treatment based on client need. Directs contact with referral source whenever possible. In preparation for discharge, schedules transition sessions 1-2 weeks in advance if client is transitioning to an internal or external program.
- Utilizes trauma informed assessments and other tools to develop Treatment Plan and reviews plan with client regularly.
- Participates in all activities deemed necessary by the Clinical Director and/or Administration to accomplish the above outlined duties and responsibilities.
- Participates in regular supervision meetings with supervisor.
- Provides after-hours on-call clinical services on a rotating basis with other clinical staff. Documents all calls, notifies Clinical Director and Counselor of any serious incidents.
- Provides weekly supervision to provisionally licensed counselors (if appropriate and requested).
- Provider network approved to do vouchers.
- Follows necessary requirements as determined by the State in relation to licensure and/or certification.
- Participates in agency's quality improvement efforts by collecting and reporting client data to appropriate staff for evaluation program outcomes.
- Meets with clients to complete required paperwork and prepares reports as assigned by Clinical Director.
- **General Job Duties:**
- Complete all monthly and Annual Relias online e-learning courses on time, in compliance with state and accrediting organizations training requirements.
- Attend at least two training sessions per year on cultural competency.
- Participates in clinical team staffing, daily or weekly, as designated by caseload and presents each client case.
- Attends and participates in staff training, work teams, and all staff meetings, as directed.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to act with integrity, professionalism, and confidentiality.
- Abide by HIPAA and 42 CFR confidentiality requirement which include but not limited to businesses, family members, friends of clients, and other agencies and the public including safekeeping of client identified materials.
- Support St. Monica's Home in the organization's objective to be a diverse, equitable, inclusive, and accessible workplace.
- Follow all agency and program policies and procedures including philosophy, confidentiality, ethics, and safety procedures.
- Regular and on-time attendance required.

• **Position Competencies:**

- Verbal communication
- Written Communication
- Organizational Skills

Education and Experience:

- Licensed as a (P)LMHP, LIMHP, MSW, or other child therapist certification.
- Must be at least 21 years of age.
- First Aid/CPR certified or the ability to be certified.
- Driver's license and valid insurance required upon hire.

Physical Requirements:

- Ability to lift 25 lbs. regularly, climb and descend stairs.
- Ability to thrive in a fast paced, deadline-oriented work environment.

St. Monica's Home is an equal opportunity employer. We do not discriminate against any employee or applicant for employment on the basis of age, race, religion, color, ethnicity, disability, gender, sexual orientation, gender identity, or national origin.

EMPLOYEE SIGNATURE:	
DATE:	
SUPERVISOR SIGNATURE:	

Creation Date: 07/2022
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