Position Description

POSITION TITLE Counselor (based at Foothills Children's Advocacy Center)
CLASSIFICATION: Counselor

POSITION SUMMARY – The Counselor is responsible for providing clinical assessment and intensive, specialized mental health treatment to child and adolescent victims of abuse and neglect and exposure to domestic violence. The Counselor will also provide counseling to family members of victims, as needed, to enhance the effectiveness of the treatment of the child/adolescent victim. The Counselor may also provide interventions to children under 12 presenting with problematic sexual behavior interventions. **This position is supported by a partnership with ReadyKids and Foothills Children's Advocacy Center (FCAC), and the services will be provided at FCAC.**

POSITION QUALIFICATIONS –

- Masters Degree in counseling, social work, or related field required.
- State licensure required.
- Minimum of 4 years' experience working with children, adolescents, and families.
- Knowledge of treatment needs of abused and neglected children.
- Knowledge of theory and practice in the area of child and adolescent development and age-appropriate intervention strategies.
- Knowledge of and/or willingness to obtain training in working with children with problematic sexual behaviors (under 12yo).
- Ability to organize time effectively and to meet assigned work demands.
- Strong leadership skills and desire to take initiative.
- Ability to work independently.

This position is eligible for a Google Voice number due to the nature of communication that is required to effectively perform their job responsibilities.

TECHNICAL COMPETENCIES –

ESSENTIAL DUTIES

Clinical Services:

- Conduct clinical assessments of child and adolescent victims of child abuse/neglect referred for mental health services. Conduct crisis and non-crisis assessments of at-risk youth and their families.
- Develop treatment plans based on assessment of clinical needs including setting treatment goals and delineation of services to be provided and evaluate progress towards meeting goals. Collaborate with families in the development of individualized plans to meet youth and family needs.
- Provide individual and/or family counseling to children/adolescent victims based on individual needs. Provide crisis prevention and crisis intervention to youths and their families. Services will be provided at Foothills Children's Advocacy Center.
- Provide reports to courts, testify in court, and collaborate with criminal justice agencies as these activities relate to providing mental health services for victims and families.
- Evaluate own performance, capabilities, limitations and biases with reasonable self-reflection.

Community Collaboration and Outreach:

- Collaborate and work cooperatively with community partners and referral sources.
- Establish and maintain relationships within community-based settings to allow for the provision of services on site as appropriate.

Supervision

- Report routinely to supervisor and utilizes supervision to provide quality services.
- Meet with supervisor as required on a weekly basis to discuss clients, outreach, and other pertinent programmatic information.

Reporting/Documentation

- Participate in agency data collection and analysis, specifically Performance Measurement System.
- Develop and maintain treatment plans, including setting treatment goals and delineation of services to be provided, and provide assessments according to program requirements in a timely manner.

Perform duties in accordance with agency and program policies, procedures, and the Agency Manual.

NONESSENTIAL DUTIES

Human Service Knowledge and Abilities

- Keep informed of the developments in the field of clinical practice, mental health, child and adolescent development, child abuse/neglect, domestic violence, evidenced based treatment for trauma victims, the needs of at-risks youth, assessment and treatment of child problematic sexual behaviors, and/or related fields.
- Stay informed about current events that may have an impact on the community.

- Examine self, program, and agency to adapt activities to meet the needs of a diverse group of participants, donors, and/or community partners.
- Actively engage in training and awareness-building activities that expand your working knowledge of equity-related topics. Take part in agency-sponsored CARE training and activities and join in dialogue about their significance to you and your work.

Clinical Services:

- Provide counseling to secondary victims as appropriate/needed.
- Provide group counseling services as needed.
- Coordinate services with referral sources and other involved parties as needed.
- Refer clients to in-house and community resources as needed.
- Provide consultation and coordination to client's schools, teachers, and other involved parties as appropriate.

Community Collaboration and Outreach:

- Establish and/or maintain relationships with local departments of social services, CASA, SARA, SHE, victim services, schools, and other agencies serving child/adolescent victims of abuse/neglect.
- Participate in planning and implementation of local child abuse prevention activities.
- Provide outreach to local agencies and community groups about Youth Counseling Program services.
- Provide educational presentations to local agencies on child abuse and neglect treatment/prevention, youth mental health needs, and/or other appropriate topics related to the Youth Counseling Program services. Provide educational presentations to local agencies on child abuse and neglect treatment/prevention, youth mental health needs, and/or other appropriate topics related to the Youth Counseling Program services.
- Serve as an ambassador for the organization through supporting community engagement and outreach opportunities.

Supervision

- Participate in monthly all- agency clinical group.
- Be prepared for and provide input at team meeting and agency meetings at both ReadyKids and Foothills.

Reporting/Documentation

- Enter all data within one week of service delivery.
- Respond to emails and phone calls within 48 hours.
- Conduct and coordinate evaluation of the program according to program requirements in order to improve and advance service delivery and outcomes.

As Appropriate

- Current and valid driver's license and maintain at all times a motor vehicle insurance policy that carries at least the minimum limits of liability of $300,000 combined single limit or $100/300/100 split limits ($100,000 per occurrence, $300,000 per accident for bodily injury, $100,000 per accident for property damage).

CORE COMPETENCIES –

Put People First

- Recognize each person's uniqueness and strengths.
- Intentionally create spaces that allow each person to be their full, authentic selves.
- Recognize that one way does not work for everyone and stay adaptable in our approach and thinking. Maintain flexibility in order to change when things change.
- Actively monitor your wellness and seek out supports that prevent sustained stress and burn-out.
- Protect the privacy and confidentiality of participants, colleagues, and donors.
- Be respectful in all verbal and written communication to include but not limited to being polite, courteous, using an appropriate volume and having an approachable attitude.
- Maintain appropriate professional boundaries.

Support Each Other

- Actively nurture relationships with each other (staff, participants, and community partners) through genuinely engaging in shared activities and experiences, maintaining open lines of communication, taking initiative to build and sustain relationships, and providing mutual support to others.
- Support each other in ways that encourage each person to be their best.
- Share your thoughts and feelings directly and respectfully, remembering that others have thoughts and feelings, too.
- Work collaboratively with others and do your part to ensure the health and well-being of the entire organization.
- Participate in scheduled agency and other team meetings to build connections and share information.

Listen

- Stay open and curious and listen with empathy to better understand others' perspectives and experiences.
- Create space for all voices, especially those who have been historically marginalized, to be heard and acknowledged.
- Actively participate in decision-making processes when opportunities are available to inform agency and program decisions.
- Be proactive; receive input and seek solutions that balance the needs of the individual, program, agency, and community.

Learn

- Engage in professional development and supervision to seek guidance, expand knowledge, develop use of best practices, and grow professionally.
- Stay open to new ideas and offer suggestions for new ways of doing things. Present solutions along with problems with the goal of getting to yes.
- Initiate brave conversations to find ways to learn and grow together.

- Utilize evidence-based and best practice models and strategies to provide the best opportunity for success.
- Reflect, give, and receive feedback on individual, program and agency results for continuous learning and quality improvement. Seek and utilize all available sources of data to inform decision-making in completion of job duties.

Are Accountable

- Fully embrace our mission and vision and actively contribute to their accomplishment.
- Maintain passion and commitment to the agency's work and serve as an ambassador to engage the community in our efforts.
- Treat people with care and show respect for individual, cultural and ethnic differences. Foster inclusivity and belonging for every person.
- Maintain the highest integrity in all aspects of agency and program operations and duties.
- Set appropriate priorities, make progress toward performance-based goals, and achieve results as an individual, program, and agency.
- Respect and protect agency-owned property and assets and use agency resources for business-appropriate purposes.

Perform other duties, not listed here, deemed necessary for the well-being of the agency.

Through my electronic signature, I hereby acknowledge receipt of the job description, understand all of my job duties and responsibilities, and acknowledge that I have had the opportunity to discuss the job description (above).