

**FAMILY RESOURCES, INC.**  
**POSITION DESCRIPTION**

<b>Position Title:</b>	Counselor	<b>Program:</b>	Residential Program
<b>Position Level:</b>	Counselor III	<b>Reports to:</b>	Community Services Supervisor

**POSITION FUNCTION/OVERVIEW:**

This position is responsible for counseling and administrative tasks of a sensitive nature. The position helps a diverse population of individuals, couples, families and youth identify problems and find solutions through assessment, planning, case management and counseling.

This is a mid-level position in the Family Counselor series and is expected to function independently. Routine supervision is provided with a less detailed review as experience is gained. Initiative is encouraged. This position maintains an active caseload and has regular contact with clients. Services are generally provided at an assigned location but may be required at off-site locations as well.

**PRIMARY DUTIES/RESPONSIBILITIES:**

- Receive referrals and screen potential clients.
- Conduct family assessments and prepare individualized treatment/service plans.
- Provide crisis counseling to youth and families in office or home.
- Conduct individual, family and group counseling as assigned.
- Instruct family life education courses in the community as requested.
- Conduct two trainings annually for YCW staff in residential program.
- Provide and facilitate inter-agency and community referrals, case management, client advocacy and discharge planning as needed.
- Perform all administrative and record keeping tasks associated with client case records in designated time frame.
- Participate in on-call rotation.
- Provide coverage for residential services, when needed.
- Must be available to work evening and weekends shifts to meet program needs.
- Maintain average utilization rate of 50% for assessments and on-going counseling in office or home.
- Attend case consults regularly and provide a written plan for discussion of clients and families.
- Attend staff meetings regularly and participate in peer review activities on a rotating basis.
- Lead case consultation in the absence of the clinical supervisor.
- All other duties as assigned.

**QUALIFICATIONS REQUIRED:**

- Masters Degree in Psychology, Counseling, Social Work or related field supplemented by a minimum of two years post graduate experience in individual, family and group counseling.
- State of Florida licensure or licensed eligible in Mental Health, Social Work or Marriage and Family Therapy preferred (Licensed eligible defined as all supervision hours have been completed and application for exam has been submitted).
- Ability to assess familial problems and assist in developing intervention strategies.
- Ability to identify descriptors for DSM-III or current manual diagnosis.
- Knowledge of social services delivery system.
- Ability to handle sensitive and confidential information with discretion.
- Ability to communicate in clear, effective manner both written and verbally.
- Ability to develop and maintain effective working relationships.
- Ability to work five day work week with minimum 2 evenings and or weekend hours as assigned.

- Ability to develop and maintain effective working relationships with individuals from a variety of cultural and ethnic backgrounds. Must demonstrate awareness and acceptance of cultural differences of clients, staff and community contacts.

**POSITIONS SUPERVISED:**

NONE

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Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Print Name

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date