

Job Description

EFFECTIVE DATE: January, 2006
REVISED DATE: 5/06; 5/07; 5/08; 5/09

TITLE: **FAMILY PRESERVATION COUNSELOR**

REPORTS TO: Clinical Manager, Children's Community Service
SUPERVISES: None

POSITION OBJECTIVE: Provide assessment and treatment services in the homes of families at risk of, or identified as having neglect or abuse issues, with the goal of family preservation and stability.

POSITION REQUIREMENTS:

- Master's degree in psychology/social service discipline; license preferred
- Minimum two years of experience working with children and their families
- Some evening and weekend hours as necessary to meet client needs
- Successful completion of background screening

SKILLS NECESSARY:

- Individual and family counseling skills
- Psychological assessment and treatment skills for children, adults and families
- Strong organizational skills
- Excellent verbal and written communication skills
- Knowledge of the DSM IV and coding on Axis I through Axis V
- Exceptional interpersonal skills to communicate in a clear, comprehensive, therapeutic manner and be able to interact positively with a variety of people

ESSENTIAL JOB FUNCTIONS:

- Orient clients to program philosophy, expectations, services available, treatment process, rules and regulations, client rights and other pertinent information
- Complete psychosocial assessments and identify potential treatment goals within allowable timeframe
- Complete treatment plans for all clients within appropriate time frame
- Conduct individual and family sessions as required to meet family needs
- Arrange for discharge planning upon completion of treatment
- Submit timely, complete and accurate documentation of each session for case continuity and billing purposes
- Conduct prevention groups at CBKN shelter homes
- Participate in multidisciplinary team staffings with appropriate CBKN and CBHC staff
- Attend in-service training programs and professional workshops to upgrade skills and knowledge and maintain license if applicable
- Provide QI and Peer Review data as required
- Regularly review policies and procedures of the agency including CARF and Medicaid
- Participate in all assigned agency training, staff development, supervision and staff meetings as scheduled