



POSITION DESCRIPTION

TITLE: SUCCESSFUL FAMILIES - MENTAL HEALTH COUNSELOR **FLSA STATUS:** Exempt

REPORTS TO: SUCCESSFUL FAMILIES SUPERVISOR

WC CODE: 8864

POSITION SUMMARY

Under the coaching and guidance of the Program Supervisor, this position provides full-time, bi-lingual, therapeutic counseling services to residents of the Plant City area and those residing in south Hillsborough County (Ruskin/Wimauma area) who have no access to mental health therapy services either due to lack of insurance or other access issues. This position will also provide some evidence-based parenting groups to parents enrolled in the program. Therapist spends approximately half time at the CBHC Plant City Family Resource Center and half time at the CBHC Ruskin Family Resource Center with the occasional availability for in-home and/or evening sessions when deemed clinically appropriate. The Counselor collaborates with Promotoras on the team as needed to obtain necessary resources for each client.

The Mental Health Counselor shares in S4KF's responsibility for adherence to all organizational policies and procedures, as well as compliance with all applicable program, federal, state and local laws and regulations. He/she must be able to represent S4KF in a highly professional manner, ensure the confidentiality of clients, and work effectively with families, children and community liaisons.

PRINCIPAL DUTIES AND PERFORMANCE STANDARDS

Service Provisioning

- Accept referrals from the CBFRC and team members for needed therapy services.
- Contact client families to offer and explain the Successful Families program and the services available.
- Perform initial assessment of client needs and coordinate with team members to fulfill Family Support Plan.
- Provide strengths focused, client centered, individualized therapeutic services to families identified.
- Ensure complete confidentiality of all client business and transactions.
- Develop a comprehensive understanding of all internal and community programs and services available to clients, maintain an awareness of changes in program/service offerings and requirements, and stay informed of new program and service offerings.
- Coordinate with the Program Manager and/or Clinical Supervisor regarding client's services as needed.
- Bring cases to closure within standard timeframes and submit client records for archiving.
- Submit reports to referral source as required regarding the scope of services provided to the client, and the client's progress.
- Enter all appropriate interactions in the S4KF electronic health record.
- Enter all appropriate data in the Children's Board of Hillsborough County data system (CATS)
- Occasional outreach to community partners to make them aware of the Successful Parents program.

Organizational Support

- Assist and participate in research activities required for grant sourcing and proposals.
- Participate in staff meetings and share information/resources with team members.
- Provide other support as required.
- Promote excellence and continual improvement by participating in the organization's Performance and Quality Improvement Process.



KNOWLEDGE, SKILL AND PHYSICAL REQUIREMENTS

- Bi-Lingual (Spanish/English)
- Master's Degree in Mental Health, Social Work, Psychology or a comparable Master's level program
- Licensed or Licensed eligible as either a Licensed Clinical Social Worker, Licensed Mental Health Counselor or Licensed Marriage and Family Therapist.
- Minimum of two years' experience in clinical position working with children and their families
- Strong analytical ability and proficiency with applicable technologies and software utilization.
- Effective presentation, written and verbal communications skills
- Ability to build and maintain the community's trust for S4KF as an effective, expert and compassionate provider of service.

SERVICE EXCELLENCE STANDARDS

- Demonstrates commitment to maintaining S4KF's high quality service standards.
- Participates in promoting excellence and continual improvement by participating in the organization's Performance and Quality Improvement Process.
- Works effectively with diverse populations, demonstrating an understanding of, and sensitivity to differences in cultural characteristics, socioeconomic status, and background experiences of the agency's service recipients.
- Deals professionally and proactively with Board members, staff, consultants, clients, providers, and the general public.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- This position is both an office and field position.
- This position will require non-traditional hours including evenings and weekends.
- Spend some time driving and getting in and out of the car to see clients in their homes or at school.
- Able to see clients under conditions that may be considered uncomfortable or even hazardous, including but not limited to poorly maintained premises that may lack ventilation and/or air conditioning, kept untidy, dirty, cluttered.
- Safely walk/maneuver in a variety of environments including, but not limited, temperature extremes (hot, humid, cold), climbing stairs, dimly lit areas, walking extended distances, etc.
- Able to evaluate a situation and identify potential safety exposures and take applicable action to avoid injury or the potential injury.
- May be exposed to clients who are hostile or may have poor hygiene, infections, and/or a communicable disease.
- S4KF is a smoke free environment including no smoking when in a client's home.

ACKNOWLEDGEMENT:

I have read, understand and agree to all duties and responsibilities of this position.

Employee Name (Please Print)

Employee Signature

Date