

Alternatives For Girls – Job Posting

Job Title: Counseling Curriculum Coordinator
Reports To: Associate Director
Date: 12/19/11

Department: Shelter/TIL
FLSA Status: Exempt

SUMMARY: Under the supervision of the Associate Director, the Counseling Curriculum Coordinator is responsible for coordinating, implementing and facilitating program group services and therapeutic counseling for individuals of the program. Responsibilities include, but are not limited to on-going development and revision of program material, scheduling of group and individual sessions, supervision of participants in the program and evaluating the clients' progress. The Counseling Curriculum Coordinator will be responsible for building new relationships, facilitating groups in a therapeutic manner, and maintain file documentation regarding the participants' group activities and progress toward program completion and goals. This includes providing individual and group instruction, counseling, and evaluating and assessing the participants' knowledge and progress, as well as identifying barriers and brainstorming solutions to assist them in achieving their identified goals. The Counseling Curriculum Coordinator will also serve as the liaison between the client and schools, universities and potential employers. The Counseling Curriculum Coordinator works closely with the shelter staff, case planning staff, and other AFG staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Client-Centered Activities:

1. Provide individual and group counseling for participants.
2. Meet crisis intervention needs of participants.
3. Facilitate therapeutic groups meeting the specific needs of clients.
4. Participant in case conferences to moderate and insure participant progress. Assisting to assure that the treatment plan is "goal specific".
5. Provide direct care and supervision of the Shelter residents when necessary.
6. Develop and implement an independent living skills plan together with each participant, making changes as necessary and provide needed resources information, referrals, advocacy, and/or other assistance as is appropriate. Follow through by making on-going contact with clients, and making home visits...
7. Work with the Associate Director and other program staff to insure that each program participant is maintaining progress.
8. Provide counseling, support, and advocacy to TLP program clients, both on-site and in their homes.
9. Implement education and employment curriculum, including testing and evaluation of all clients.
10. Work individually and in groups with TLP clients to develop a written plan of education and employment goals to work through each phase of the curriculum and to identify and address barriers to meaningful employment for individual clients.
11. Develop and implement classes, forums, and programs to promote job readiness, options, and support for clients.
12. Supervise each client's progress on employability skill task, education, and employment modules, resume` writing, obtaining references, etc.
13. Work with clients to reconnect to schools, apply to colleges, enroll in GED training, etc., as needed.
14. Provide resources, information, and support to non-residential clients as needed.

15. Ensure that the education and employment curriculum is individually tailored to meet the needs of each client, including those who are pregnant and/or parenting, those whose goal is to seek independence from TANF as soon as possible following the birth of her child/Children.
16. Provide direct care and supervision of residents.

Administrative Activities:

1. Assist in development of procedures for AFG's TLP program including program policies and procedures and the resident/program handbook. Coordinate and execute implementation of the program including program modules, client follow-through on assignments, and the earning of incentives.
2. Evaluate program materials on a quarterly basis to insure that the most relevant and up-to-date information is used through research, communication with community resources, and surveying of clients regarding particular needs while in the program.
3. Become an "expert" in all employment training programs, job readiness, and job placement programs available to our clients, e.g. Job Corps, Focus Hope, etc.
4. Become an "expert" in all basic, GED, literacy, vocational, and advanced educational programs available to our clients, especially regarding funding of the program through student grants/loans.
5. Maintain resource file with above information, set up system providing clients access to this information.

Documentation:

1. Complete and maintain all relevant documentation to services supervised.
2. Assist in maintaining client files.
3. Compile statistics and complete narratives that contribute to monthly, annual, and other reports.
4. Maintain statistics and records of all services provided.
5. Complete ongoing documentation for each case assigned including individual plans, progress notes, review of goals, and reporting of monthly, quarterly, and annual progress by clients.
6. Provide pre-testing to all new program clients and insure follow-through on post-testing upon module completion.
7. Complete client records in accordance with licensing and other applicable regulations/requirements and standards.

Intra-Agency Relations:

1. Participate actively as a member of the TLP team and assist in facilitating effective working relationships with staff in other agency components.
2. Participate in community activities and assist in the distribution of community education/public relation's materials.
3. Help develop and nurture strong relationships with other agencies through visits, phone calls, and referrals in order to insure client access to needed services.

Inter-Agency Relations:

1. Help develop and nurture strong relationships with other agencies through visits, phone contacts, letters of agreement and referrals in order to insure client access to needed services.
2. Reach out to potential employers of the TLP clients throughout the Detroit area, developing relationships and an understanding of the TLP client's needs, recruiting them as supportive and knowledgeable employers for the clients. Build and nurture positive relationship with them,

refer clients to job interviews, and maintain contact with both employer and client to prevent problems and to assist in mediating resolutions to problems as they arise.

3. Represent AFG in a professional and positive manner at all times.

Supervision Given/Received:

1. Actively participate in individual supervision with the Associate Director.
2. Directly supervise, or delegate supervision of program volunteers including initial and ongoing training, providing support and resource information as needed.

Personal Growth and Development:

1. Pursue professional development and lifelong learning.

Other Duties as Assigned: (marginal responsibility)

EDUCATION and/or EXPERIENCE

1. Degree in Social Work, Criminal Justice, Sociology, Psychology or Guidance and Counseling.
2. LLMSW, or appropriate State of Michigan licensure required. LMSW preferred.
3. 1 year clinical experience preferred.
4. Two years additional experience working with adolescents and young women.
5. Experience working with and knowledge of adolescents who are homeless, involved in gang activity, violent behavior, and drug use or selling, domestic violence, school truancy, sexual activity and other high risk behaviors or who have been victims of sexual assault.
6. Experience with and knowledge of adolescent development, individual counseling, case management and family work.
7. Experience working with culturally diverse populations.
8. Excellent skills in client intervention, assessment, and documentation.
9. Familiarity with Detroit community and community resources.
10. Experience in employment and/or education counseling, placement and/or resource information referrals.
11. Demonstrated ability to develop and maintain contacts with area businesses in order to provide internship/employment opportunities for program clients.
12. Experience working with culturally diverse populations.

General Qualifications:

1. Flexibility, reliability, stability, and consistency in job performance.
2. Excellent verbal, communication, goal planning, and implementation, problem-solving and networking skills.
3. Excellent writing and editing skills.
4. Ability to work as an effective team member within a community-based organization.
5. High level of maturity and personal stability; capable of setting limits and maintaining effective and organized follow-through.
6. Willingness to maintain a flexible schedule.
7. Meet all agency licensing requirement: TB test, DHS clearance, etc
8. Valid Michigan Driver's license, excellent driving record, and access to personal vehicle.

PHYSICAL DEMANDS/WORKING ENVIROMENT

1. Extensive local driving and travel required to schools, employers and other agencies as part of employment and education contracts and outreach work with clients.

2. Moderate lifting of program supplies and donations required on an occasional basis. (marginal responsibility)

SALARY RANGE: \$30,358 - \$36,280 depending on experience. This position is currently full-time, (1.0 FTE); benefits available.

Positions are posted for 5 days internally, after which time external applicants are invited to apply. Only those

Send Resume and cover letter to: sbelchunas@alternativesforgirls.org Email subject line: TIL–Curriculum Coordinator

Human Resources
Alternatives For Girls
903 W. Grand Blvd
Detroit, MI 48208 FAX #: 313-361-8938

*Women and Minorities Encouraged to Apply.
Alternatives For Girls is an equal opportunity employer.
AFG enjoys a smoke-free environment.*