

Alternatives For Girls - Job Description

Job Title: Counselor **Department:** Shelter and Transition to Independent Living Program
Reports to: Case Planning Services Manager
FLSA Status: Exempt **Date:** October 11, 2011

DESCRIPTION: Under the direction of the Case Planning Services Manager, the Counselor will provide therapeutic counseling for individuals, families and groups in the Shelter/TIL Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Client-Centered Activities

1. Provide individual and family counseling for participants.
2. Meet crisis intervention needs of participants.
3. Facilitate therapeutic groups meeting the specific needs of clients.
4. Provide assessments and referral for mental health services.
5. Participant in case conferences to moderate and insure participant progress.
6. Assures that the treatment plan is "goal specific".
 - a. Incorporates and completes treatment goals generated by gate keeping liaison.
 - b. Completes and revises treatment plans.
7. Prepares twice monthly case conference report.
8. Maintains an accurate and current treatment file on each client assigned to case load.
9. Monitors client activities, activity planning, and indirect therapy involvements as designated.
10. Generates needs based continued care referrals.
11. Completes client's progress evaluations, discharge summaries and letters to referral sources.
12. Provide direct care and supervision of the Shelter residents.

Administrative Activities

1. Assist in development of policies, procedures and evaluation for the Individual & Family Services.
2. Completes treatment documentation for both group and individual therapy sessions same day as occurrence.
3. Completes all required data entry for intake, discharge, individual, group and follow-up same day as occurrence.
4. Train and supervise volunteers and interns.
5. Assist in management of program budget.
6. Grant report writing.

Documentation

1. Maintain client records to indicate participant progress toward outcome goals.
2. Insure documentation and data entry for all participants.
3. Assist with maintaining client files.
4. Compile statistics and complete narratives that contribute to monthly, annual and other reports.

Intra-relations

1. Participate actively as a member of the Shelter and Transition to Independent Living Program 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.
4. Participate in at least one community coalition.
5. Represent AFG in a professional and positive manner at all times.

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

Professional Growth and Development

1. Pursue professional development and lifelong learning.

Other Duties as Assigned

EDUCATION and/or EXPERIENCE

1. Master's Degree in Social Work, Criminal Justice, Sociology, Psychology or Guidance and Counseling.
2. LLMSW or appropriate State of Michigan licensure required. LMSW is strongly preferred.
3. 1 year clinical experience preferred.
4. 2 years 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.
5. Experience with and knowledge of adolescent development, individual counseling, case management and family work.
6. Experience working with culturally diverse populations.
7. Excellent skills in client intervention, assessment and documentation.
8. Familiarity with Detroit community and community resources.

General Qualifications

1. Flexibility, reliability, stability and consistency in job performance.
2. Ability to handle crisis, maintain confidentiality, and tolerate stress professionally.
3. Excellent communication and networking skills.
4. Candidates must also be able to work a non-traditional schedule that includes evenings and weekends.
5. Experience with data entry and MS-Word helpful.
6. Meet all Agency licensing requirements: TB test, DHS clearance, etc.
7. Valid Michigan driver's license, good driving record and access to personal vehicle.

PHYSICAL DEMANDS/WORK ENVIRONMENT

1. Regular local driving required as part of program services.
2. Moderate lifting of program supplies and donations required on a weekly basis.

Salary Range: \$30,358 - \$36,281 depending on experience

Send Resume to:

HR Manager, Alternatives For Girls
903 W. Grand Blvd
Detroit, MI 48208 Fax: 313-361-8938

Resumes and cover letters sent via email to sbelchunas@alternativesforgirls.org should have "TIL-Counselor" as the subject line.

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

Job Posted Internally October 11, 2011

We thank all who express interest in this opportunity; however only those selected for an interview will be contacted.