

POSITION DESCRIPTION

Multi-County Juvenile Attention System

WORKING TITLE:	Counselor 1
STATE CLASS TITLE:	

POSITION CONTROL NO.		EMPLOYMENT STATUS	Full-time
FLSA STATUS	Exempt	REPORTS TO	Administrator
EXEMPTION TYPE	Professional	SUPERVISOR'S PCN	
CIVIL SERVICE STATUS	Classified	FACILITY	ODYS and ODJFS Licensed Facilities

DISTINGUISHING JOB CHARACTERISTICS

Provides direct care, therapy and assessment for troubled youths and families.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.

70% Provides mental health (individual counseling, group therapy, family counseling, assessment, etc.), suicide assessments, and chemical dependency services for youth in various MCJAS treatment programs to help youth deal with complex emotional and social issues. Coordinates implementation of treatment services. Participates in clinical on-call. Acts as an emergency backup for the Unit Manager, Supervisor and/or the team by coordinating crisis services as needed. Performs duties such as completing progress notes, reports, evaluations, charting, etc., as necessary. Functions as part of the Treatment Team. Meets MCJAS, CCF & ODJFS requirements for direct care productivity. Meets requirements for staff meeting attendance. Attends and participates in workshops, seminars and agency meetings and assist in providing in-service training to staff. Willing to work flexible hours.

Conducts assessment interviews with youth and caregivers and provides professional assistance in developing treatment plans.

Completes assessments that documents whether there are psychological or developmental contraindications to the use of specific behavior management interventions or behavior management techniques as required by OAC 5101:2-9-12.

As part of the treatment team will help develop service plans. Approves all individual service plans. Insures implementation of all individual service plans.

Completes required progress reports and forwards to the appropriate agency or individual as scheduled in the individual service plan.

Completes required discharge summary and forwards to the appropriate agency or individual within 30 days before or 30 days after discharge. Youth entering the Re Entry Program will have their Discharge Service Plan completed 45-60 days prior to discharge. Counselor will facilitate a discharge meeting and after care plan for the child's release into the Re Entry Program.

Schedules initial service plan development and subsequent reviews. Documents progress in accordance with record keeping procedures and licensing standards. Attends court and relays progress to court officials as requested.

Will be prepared to discuss with supervisor all cases concerning questions, concerns, and diagnosis of the child. Will keep track of supervision according to state guidelines.

Knowledge of: etiology and treatment of behavioral and emotional disorders among children and adolescents; adolescent growth and sexual development. Familiar with chemical dependency issues with adolescents.

Ability to: communicate effectively with youth, family members, and others; incorporate new information and techniques into treatment programs; integrate mental health perspective into System culture.

Skill in: trauma informed care, trauma survivors, and other delinquent and disturbed youth in individual and group formats.

10% Has a good understanding of psychological tests and the ability to use different counseling assessment tools and instruments.

Provides consultation with staff and unit managers regarding management and treatment of youth, and provides related training to System staff.

Consults with court through oral testimony and written reports or letters regarding youth progress, problems and treatment.

Reviews case documents and consults with community providers such as Department of Human Services, Schools and others.

Conducts intakes, assessments and assessment summaries.

Knowledge of: adolescent growth and sexual development; assessments and good skills relative to the use of counseling instruments and tools.

Ability to: communicate effectively with youth, family members, officials, service providers and others; incorporate new information and techniques into treatment programs; integrate mental health perspective into System culture.

Skill in: trauma informed care, trauma survivors, and other delinquent and disturbed youth in individual and group formats; operation of computer; routine typing [30 wpm]; writing.

- 20% Provides Family Counseling to youths that are approaching their releases. This Family Counseling should involve every significant person in the youth's life. Assists the student and family with transition. Acts as a liaison between treatment and staff regarding the discharge of students.

OTHER DUTIES AND RESPONSIBILITIES

SCOPE OF SUPERVISION

Functional clinical supervision over co-workers.

EQUIPMENT OPERATED

Computer; telephone; copier; fax machine; other general office equipment.

CONTACTS WITH OTHERS

Youth; family members; community social service agencies; mental health service providers; group home staff and foster parents; probation officers, magistrates, judges, placement officers and other court officials; school guidance counselors and other administrators; general public.

CONFIDENTIAL DATA

Youth psychological and psychiatric evaluations and reports such as treatment and discharge summaries; DHS and police investigative reports; court records; school records; psychological test data and results; health records.

WORKING CONDITIONS

Good working conditions.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing the duties of this job, the employee regularly sits for extended periods of time while counseling youth, evaluating data and performing other clinical responsibilities. Vision demands include close, relatively detailed vision, with the ability to adjust focus when reading a computer screen or detailed reports.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: etiology and treatment of behavioral and emotional disorders among children and adolescents; adolescent growth and sexual development.

Ability to: communicate effectively with youth, family members, officials, service providers and others; incorporate new information and techniques into treatment programs; integrate mental health perspective into System culture.

Skill in: trauma informed care, trauma survivors, and other delinquent and disturbed youth in individual and group formats; treating the family as a system; operation of computer; routine typing [30 wpm]; writing.

QUALIFICATIONS

Requirements for the position include possession of licensure, LSW or LPC.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

Professional licensures, if held, must be maintained. Must maintain current certification in CPR, First Aid and Verbal and Physical Crisis Intervention Training. State Motor Vehicle Operator's License

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

MANAGEMENT APPROVAL

_____/_____/_____
Superintendent Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

I understand, and will effectively perform, the duties & requirements specified in this job description.

_____/_____/_____
Employee Date