



## Forbes House Adult Counselor Job Description

***The Counselor/Social Worker is supervised by the Executive Director.***

The duties of this position are as follows:

- Complete an intake assessment of all new shelter residents as soon as possible after admission, but no later than seventy-two (72) hours after residents come into shelter to determine social history, needs, community resources available, resources required, mental and emotional stability, possible need for crisis intervention. Make emergency referrals, as required.
- Consult with advocates regarding goal plans and provide necessary information and guidance regarding intake and referral options; consult with advocates relative to resident’s progress and concerns.
- Follow-up the case plan goal with each shelter resident and facilitate departure within thirty (30) days.
- Oversee mental health-related issues concerning all shelter residents.
- Schedule and provide individual counseling services for all adult residents at a minimum of one time per week, and age-appropriate children and family guidance, as deemed necessary.
- Facilitate or participate in agency-sponsored enhancement/support/skills groups for shelter residents.
- Upon request of the Executive Director, attend community meetings.
- Consult with community agencies, officials, and courts.
- Participate in training of agency volunteers, as required.
- Function as advocate or advocate-on-call, when necessary. Provide additional helpline call screening for mental health, substance abuse and medical conditions.
- Enforce all house guidelines in accordance with current agency policies and procedures.
- Complete and submit all documentation, reports, correspondence, and statistics required in the performance of assigned duties in a timely manner.
- Attend weekly staff meetings and scheduled supervisory meetings.
- Attend training, as scheduled.
- Travel on agency business, in own vehicle, mileage determined by agency.
- Promote the agency goals and objectives.
- Provide weekly support groups to women inmates at the Lake County jail facility.
- Provide monthly education program to male inmates at the Lake County jail facility.
- Other duties as required by expansion of the facility or programmatic changes.

X \_\_\_\_\_  
Employee Signature \_\_\_\_\_  
Date

X \_\_\_\_\_  
Executive Director \_\_\_\_\_  
Date