



FORBES HOUSE LICENSED FAMILY COUNSELOR

POSITION TITLE: Adult Counselor

DEPARTMENT/PROGRAM: Forbes House

REPORTS TO: Executive Director

SCHEDULE: (Determined on a case by case basis) 80 hours/bi-weekly and on-call hours

GENERAL STATEMENT OF DUTIES: Oversees general operation and upkeep of shelter including policies, procedures, staffing, case management and QA.

ESSENTIAL RESPONSIBILITIES:

1. Complete an intake assessment of all new shelter residents as soon as possible after admission, but no later than (48) 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.
2. 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.
3. Follow-up the case plan goal with each shelter resident and facilitate departure within forty-five (45) days.
4. Oversee mental health-related issues concerning all shelter residents.
5. 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.
6. Facilitate or participate in agency-sponsored enhancement/support/skills groups for shelter residents.
7. Upon request of the Executive Director, attend community meetings.
8. Consult with community agencies, officials, and courts.
9. Participate in training of agency volunteers, as required.
10. Function as advocate or advocate-on-call, when necessary. Provide additional helpline call screening for mental health, substance abuse and medical conditions.
11. Enforce all house guidelines in accordance with current agency policies and procedures.
12. Complete and submit all documentation, reports, correspondence, and statistics required in the performance of assigned duties in a timely manner.
13. Attend weekly staff meetings and scheduled supervisory meetings.
14. Attend training, as scheduled.
15. Travel on agency business, in own vehicle, mileage determined by agency.
16. Promote the agency goals and objectives.
17. Provide weekly support groups to women inmates at the Lake County jail facility.
18. Other duties as required by expansion of the facility or programmatic changes.
19. Other duties as assigned.

QUALIFICATIONS:

1. Background in case management, individual, and family counseling.
2. Knowledge of client centered models including trauma informed care, possesses crisis intervention skills, and ability to teach crisis intervention.
3. Ability to model open communication, fair and equitable treatment, management of conflicts and work in team structure.
4. Have an understanding of domestic violence in the family and in the larger society
5. Must have reliable transportation and valid Ohio Driver's License and ability to meet agency requirements for driving insurability.
6. Must be able to meet agency requirements for criminal back ground check (Ohio Bureau of Criminal Identification & Investigation).

MINIMUM EDUCATIONAL/LICENSURE REQUIREMENTS: Must be a licensed social worker, Bachelor's degree in Social Work or related field, and/or two years experience working with victims or perpetrators of domestic violence.

MINIMUM EXPERIENCE REQUIREMENTS: Master's degree preferred. Educational requirements may be waived based on evaluation of experience.

PHYSICAL REQUIREMENTS: **Must** be able to climb stairs. Must be able to sit for extended periods of time. Must be able to lift and carry up to 40 lbs.