

RIVERSIDE COMMUNITY HEALTH FOUNDATION

Position Description

Position Title: Community Settlement Association Family Guidance Counselor

Reports To: Community Settlement Association Senior Director

FLSA Status: Exempt / Full-Time

Position Summary: Under the general supervision of the Senior Director, the Family Guidance Counselor is responsible for planning, implementing, managing and evaluating CSA's Family Guidance Program. Responsible for providing counseling and referral services to families impacted by mental illness, abuse, family stressors, life issues, etc.

Position Responsibilities:

1. Provide strategic direction for Family Guidance Program, providing framework for groups, seminars, workshops and one-on-one counseling.
2. Examine best practices of other behavioral focused programs and implement strategic opportunities for the community.
3. Educate clients on behavioral improvements, developing strategies and coping skills needed to overcome difficult situations.
4. Devise care plans and set goals for/with clients, oversee clients' process, and maintain client records and service statistics.
5. Provide counseling to clients on a one-on-one and group setting, organize and present family behavioral health workshops for the community.
6. Refer clients to outside resources, i.e.: treatment facilities, community, and government services.
7. Consult with other professionals working with clients, and maintain a working relationship with support networks, government, and community partners.
8. Refer clients and acts as a formal and informal liaison with the behavioral health process and service providers, including child protection services, health and social services, courts, probation, and parole departments, schools, hospitals and other agencies.
9. Participate in department, agency, and community meetings.
10. Collaborate and provide support to other RCHF/CSA programs.
11. Other duties as assigned by Senior Director.

Minimum Qualifications:

Education: Master's degree in psychology, clinical mental health counseling, marriage and family therapy, or a related mental health field from an accredited institution, licensed as a Marriage and Family Therapist (MFT), and possession of a valid California Driver's License.

Experience: Minimum of two years of experience in a non-profit or community service setting, in a customer service or social service function.

Knowledge & Skills:

- Excellent verbal and written communication skills.
- Fluent in English and Spanish.
- Knowledge of the theory and principles of human development.
- Knowledge of the social aspects of mental and emotional adjustment, including normal and abnormal behavior.
- Knowledge of principles, methods and trends of social casework.
- Knowledge of family abuse trends and treatment.
- Able to organize and manage large amounts of files, schedules, dates, and information.
- Knowledge of community resources in the mental health and human services areas.
- Ability to perform crisis intervention dealing with problems of a crisis nature without direct supervision; seeking professional consultations as necessary.
- Ability to establish effective and productive casework relationships with families in conflict.
- Proficient computer skills, including Microsoft Office Suite.
- Possession of problem solving, decision making and critical thinking skills.
- Ability to effectively interact with a diverse community population.
- Ability to work independently with minimal supervision; self-motivated.
- Possession of high degree of time management and organizational skills.
- Ability to maintain poise and exercise diplomacy in contacts with partners, visitors, and fellow workers.
- Ability to maintain the highest level of confidentiality in all work assigned.
- Ability to present a professional appearance both in dress and demeanor.
- Ability to sit or stand for 5-6 hours, walk, bend/stoop, and twist/turn for up to 1-2 hours.
- Ability to stand up/lift, lift and carry, lift overhead, and push/pull up to 10lbs.

President/CEO

Date

I affirm that I have read the above and will exercise my duties as indicated in this job description.

Family Guidance Counselor

Date