

CATHOLIC CHARITIES

POSITION DESCRIPTIONS

POSITION: FAYS Counselor

QUALIFICATIONS:

LPC or LPC-a and Master's Degree in Counseling, Education, Social Services or related field; one-year experience and knowledge of adolescent behavior preferred; bilingual in Spanish & English preferred, but not required; car with Texas liability insurance coverage required.

GENERAL RESPONSIBILITIES:

To provide crisis intervention counseling and skill-based training to youth and families:

Family counseling – **Trauma Focused Cognitive Behavioral Therapy** will be utilized specifically for children and adolescents impacted by trauma or abuse and their parents or guardians. This technique was chosen due to the population we serve who may have a background of abuse and trauma. Family counseling will be provided to youth and their caregivers in need of support from a staffed Master Level Licensed Professional Counselor/Counselor Intern. Youth and their family can meet with a counselor for a minimum of 50 minutes at least once per week.

Individual Counseling-Narrative therapy will be utilized to encourage children and adolescents to rely on their own skill sets to minimize the problems that exist in their everyday lives. This approach is chosen to help children with self-esteem issues and self-image challenges that are often present with behavioral, emotional, and social problems to become more productive in their self-treatment. Individual counseling will be provided to youth and their caregivers in need of support from a staffed Master Level Licensed Professional Counselor/Counselor Intern. Youth can meet with a counselor for a minimum of 50 minutes at least once per week.

To provide shelter liaison and on-call duties, as designated. Must be able to work evening & some weekends, as arranged, and be willing to participate in on-call rotation, as assigned. (Back-up call by Supervisor).

RESPONSIBLE TO:

Catholic Charities Counseling Supervisor and/or Program Director for Youth and Family Program; and /or Supervisor, as appropriate to work location assignment.

SPECIFIC RESPONSIBILITIES:

1. Must possess knowledge of child and adolescent development and family systems. Must possess sufficient theoretical training in task-centered modalities to develop treatment plan based upon goals and outcomes.
2. Ability to provide crisis interventions services through office visits, home visits, shelter visits, telephone calls and referrals. To provide family counseling and skills-based training to youth and families in both individual and group settings.
3. Ability to perform timely and accurate case documentation and paperwork as directed, and according to parameters established by funding sources and by Catholic Charities Executive Board of Directors.

4. Must be able to perform on-call duties on a rotations system with other STAR case managers, answers after hours cell phone, and intake overflow duties on demand.
5. To assist in publicizing the Program through the Service Area, as required, via outreach efforts determined by specific contracts with Catholic Charities funding sources, and as directed by Program Director/Supervisor.
6. To attend supervision and staff meeting, as required. To accrue 16 hours of continuing education and training per year, to maintain skill in the profession.
7. To perform other duties, as assigned.

Employee

Supervisor

CATHOLIC CHARITIES
POSITION DESCRIPTIONS

POSITION: RHYMIS Case manager

QUALIFICATIONS:

Bachelor's Degree in Social Services or related field; one-year experience and knowledge of adolescent behavior preferred; one year experience with working with runaway & homeless youth preferred but not required; bilingual in Spanish & English preferred, but not required; car with Texas liability insurance coverage required.

GENERAL RESPONSIBILITIES:

To provide crisis interventions counseling and skillbased training to youth and families. To provide shelter liaison and on-call duties, as designated. Must be able to work evenings & some weekends, as arranged, and be willing to participate in on-call rotation, as assigned. (Back-up call by Supervisor).

RESPONSIBLE TO:

Catholic Charities Program Director for Youth & Family Program; and/or Supervisor, as appropriate to work locations assignment.

SPECIFIC RESPONSIBILITIES:

1. Must possess knowledge of child and adolescent development and family systems. Must possess sufficient theoretical training in task-centered modalities to develop treatment plan based upon goals and outcomes.
2. Ability to provide crisis intervention services through office visits, home visits, shelter visits, telephone calls and referrals. To provide family counseling and skills-based training to youth and families in both individual and group settings.
3. Ability to perform timely and accurate case documentation and paperwork as directed, and according to parameters established by funding sources and by Catholic Charities Executive Board of Directors.

4. Must be able to perform on-call duties on a rotations system with other RHYMIS case managers, answer after hours cell phone, and intake overflow duties on demand.
5. To assist in publicizing the Program throughout the Service Area, as required, via outreach efforts determined by specific contracts with Catholic Charities funding sources, and as directed by Program director/supervisor.
6. To attend supervision and staff meeting, as required, to accrue 16 hours of continuing education and training per year, to maintain skill in the profession.
7. To perform other duties, as assigned.

Employee

Supervisor