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## Home-based Counselor

### Job Description

**PROGRAM:** Family Preservation

**TYPE:** Full time - Exempt

**LOCATION:** Tucson, AZ

**REPORTS TO:** Family Preservation Program Supervisor

### ABOUT JFCS

JFCS of Southern Arizona is a nonprofit, non-sectarian behavioral health agency that provides specialized therapy, counseling, and social services to the greater Tucson community. For over 76 years, JFCS has helped thousands of children, families, adults and seniors regardless of religion, race, ethnicity, gender, age or ability to pay.

### POSITION SUMMARY

Under the supervision of the Program Supervisor, the Home-based Counselor provides home-based direct therapeutic assessment, counseling and support to families to address therapeutic objectives listed on the family's Service Plan; position works in partnership with Family Support Workers to deliver counseling and support services to families in their own homes.

Must be able to respond in a manner that is clinically and culturally responsive to complex/multi-stressed families, using a TF-CBT approach.

### ESSENTIAL RESPONSIBILITIES

- Referrals: responds to all referrals in accordance with contractual requirements for timeliness, documentation and communication.
- Develops assessments and service plans that address needs and concerns as outlined in referral; incorporate family's voice, preferences and needs
- Completes training activities and guidance using agency approved best practice modalities.
- Acts as liaison with referral sources and collaborative partners; frequent professional communication required.
- Carry caseload of approximately 10-15 families.
- On-call responsibility to support families in the event of crisis.
- Performs record keeping functions in accordance with program policies.
- Maintains files using agency electronic health record; Reviews files to meet contractual timelines and other requirements
- Adheres to the policies, procedures and standards as prescribed by JFCS.
- Maintains confidentiality
- Demonstrates proficiency with electronic health record as appropriate.
- Performs other duties and responsibilities as assigned.

### WORK HOURS, SCHEDULE & FLEXIBILITY

This position requires work in non-traditional work hours to meet the needs of referred families. This is a home-based position; frequent travel to and from families' homes and other locations is required.

On-call rotation required; stipend provided for on-call referrals

## COMMUNICATION AND INTERFACE

- Engage in respectful and ongoing communication and problem solving with others
- Act as a positive and professional ambassador for the Agency both internally and in the greater community.
- Excellent written and oral communication skills

## SUPERVISION

Home-Based Counselor is required to participate in weekly group and/or individual supervision/consultation with Program Supervisor.

## REQUIREMENTS

- Candidate will have a Master's Degree or a Bachelor's Degree, with a minimum of 5 years direct experience in providing support services to complex/multi-stressed families.
- Must have reliable transportation, and driving record free from moving violations; Proof of insurance, license and registration required.
- Proficient/skilled in Microsoft Office applications.
- Can perform the duties of the job in a stressful environment.
- Knowledge of basic office equipment use including copy machine, scanner, computer, printer.
- Strong written, verbal, presentation and communication skills
- Positive attitude, proactive mentality, responsive, and strong work ethic

## PROBLEM SOLVING AND JUDGEMENT

- Follow established procedures while being creative and taking initiative
- Take all practical steps to ensure a work environment that is safe, friendly, helpful and free from harassment or bullying.
- Must be able to handle all facets of the business both standard and non-standard situations  
*Employee must perform approximately 80% of essential responsibilities to qualify for classification in this position. Reasonable accommodations will be made to enable an individual with disabilities to perform the essential responsibilities of the position.*

Jewish Family and Children's Services of Southern Arizona may need to revise or change the essential and supplemental responsibilities of the position as the need arises. This job description does not constitute a written or implied contract of employment.

Job Type: Full-time

Salary: \$40,000.00 to \$44,000.00 /year

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## Application Questions

**You have requested that Indeed ask candidates the following questions:**

- How many years of Providing support services to families experience do you have?
- What is the highest level of education you have completed?