



<b>Title</b> Team Lead Counselor	<b>Department</b> Family Preservation
<b>Reports to</b> Family Preservation Program Supervisor	<b>FLSA Class</b> Exempt
<b>Supervises others</b> Yes	<b>Location</b> Tempe
<p><b><u>SHIFT:</u></b> Typical schedule: Schedule will be determined in conjunction with the Family Preservation Program Supervisor and will vary to meet the needs of the clients and families. Days of the week may vary; evening and weekend hours as necessary.</p>	
<p><b><u>POSITION SUMMARY:</u></b> The Team Lead is primarily responsible for assessing family needs, providing individual and family psychotherapy, and supervising the activities of Family Support Worker that provide support services. Services will be evidence-based and focused on families referred by the Department of Child Safety due to neglect and abuse allegations.</p>	
<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <ol style="list-style-type: none"> <li>1. Accepts responsibility for cases assigned by the Family Preservation Program Supervisor.</li> <li>2. Reviews referral information and communicates with referral source.</li> <li>3. Interviews family and referral source in order to develop a mutually agreed upon Initial Interim Plan.</li> <li>4. Writes the Initial Interim Plan, Comprehensive Assessment/ Clinical family Assessment and Service Treatment plan in conjunction with family, referral source and family support worker.</li> <li>5. Provides psychotherapy in family to address therapeutic issues in treatment plan at a minimum of 2 times per week during the first 30 days of service, 1 time per week during days 31-60, 2 times per month 61-90, and 1 time per month days 91-120.</li> <li>6. Reports any abuse or neglect in the family while the case is open and submits copies to the Department of Child Safety and Family Preservation Program Supervisor.</li> <li>7. Ensures that the client comprehends, completes, and signs all necessary documentation and maintains them in the case file.</li> <li>8. Provides individual and family counseling services along with the documentation of these services (units).</li> <li>9. Oversees and evaluates individual, group, family and case management services provided by the Family Support Workers.</li> <li>10. Completes required reports and documentation in a timely manner, provides management with required reports and advises of any problematic situations.</li> <li>11. Takes responsibility for insuring that all reports and other required case documents are entered into HRT's client database within the time periods mandated by DCS contract.</li> <li>12. Immediately informs the Program Supervisor via e-mail when a case is closed, a refusal is signed or a case fails to open.</li> <li>13. Submits information regarding timeliness of response, client demographics and acceptance of services by the client to the Family Preservation Program Supervisor.</li> <li>14. Prepares discharge summary at the closure of the case including dates and reason for closure as well as whether the client completed the program and submits to the Family Preservation Program Supervisor.</li> <li>15. Administers Satisfaction Survey to client and family at the end of each case and submits to the Family Preservation Program Supervisor.</li> <li>16. Maintains records of mileage traveled in course of job performance and submits documentation to the Program Supervisor on a monthly basis.</li> <li>17. Attends and completes a minimum of twenty-four hours of job-related training. Submits documentation to Family Preservation Program Supervisor.</li> </ol>	

18. Schedules and attends a minimum of 4 hours of supervision per month.
19. Maintains all licensure and certificates pertaining to job description, including training requirements.
20. Ensures the safety, health and welfare of staff and families at all times.
21. Provides encouragement, guidance and resources to staff and family members when needed.
22. Models and ensures all program norms are upheld without compromise.
23. Acts as a positive role model and mentor for both staff and families.
24. Treats others with respect, confronts negative behavior and supports confrontation.
25. Complies with and implements the Human Resource Training, Inc. and Parenting Skills Program Policies and Procedures as detailed in the appropriate manuals/handbooks. Provides input and submits proposals for the revision of existing and/or new policies and procedures.
26. Assists with and presents proposals to correct identified deficiencies and quality improvement efforts.
27. Attends and participates in all required meetings. Meetings include site meetings, team meetings, multidisciplinary staffing, court and other meetings with case managers, therapeutic managers, education representatives, counselors, families, and others specified in the individual treatment plan.

**MARGINAL FUNCTIONS:**

1. Other duties as assigned, verbally or in written form.

**MINIMUM QUALIFICATIONS:**

1. Masters' Degree in Social Work, Counseling, Human Services or related field required.
2. Ability to obtain and maintain a valid unrestricted Level One Fingerprint Clearance Card.
3. As per the R9-20-204 of the Arizona Statue the minimum age requirement is 21.
4. Must meet the requirements to be a safe transporter and driver. Must possess a current Arizona State Driver's License and have an acceptable driving record for the past three (3) years. Must have personal vehicle liability insurance and vehicle registration as required.
5. Must be able to pass a DCS Clearance with no substantiated reports.
6. When required, the ability to pass a criminal background clearance check, drug screen, and if requested a physical exam.
7. Must be able to work a flexible schedule.
8. Must be able to maintain a high level of confidentiality.
9. Must obtain and maintain CPR and First Aid certification.

**KNOWLEDGE**

1. Strong knowledge of overall company operations and policies and procedures.
2. Skills, knowledge and ability to instruct clients in the following topics: child development, home management, personal problem solving, accessing community services, and supports domestic violence issues, appropriate discipline and child care techniques and age appropriate parenting skills.

**SKILLS**

1. Demonstrated ability to manage multiple people and projects.
2. Ability to function independently and as a member of a team in a multi-task environment.
3. Must have excellent oral and written communication skills.
4. Must have excellent organization and time management skills.
5. Proficient in the use of computers and associated software.

**PERSONALITY/OTHER**

1. Ability to build and maintain positive internal and external relationships.
2. Ability to provide exemplary customer service to all employees and outside constituents.
3. Must be flexible and able to handle multiple priorities, with the ability to adjust to high pressure and rapidly changing business conditions.

**WORK CONDITIONS and PHYSICAL REQUIREMENTS:**

This section identifies "Physical Requirements" of a particular job. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Individuals who pose a direct threat or significant risk to the health and safety of themselves or others in the workplace, because physical requirements cannot be eliminated or reduced by reasonable accommodation, will not be considered qualified for employment. Notify the Human Resource Department if you require any accommodation(s) to perform any of the essential functions of this position.

This position will require exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Physical Requirements	Conditions
<input checked="" type="checkbox"/> Climbing <input checked="" type="checkbox"/> Balancing <input checked="" type="checkbox"/> Stooping <input checked="" type="checkbox"/> Kneeling <input checked="" type="checkbox"/> Crouching <input checked="" type="checkbox"/> Reaching <input checked="" type="checkbox"/> Standing <input checked="" type="checkbox"/> Walking <input checked="" type="checkbox"/> Pushing <input checked="" type="checkbox"/> Pulling <input checked="" type="checkbox"/> Lifting <input checked="" type="checkbox"/> Grasping  <input checked="" type="checkbox"/> Seeing <input checked="" type="checkbox"/> Hearing <input checked="" type="checkbox"/> Talking <input checked="" type="checkbox"/> Tactile sense <input checked="" type="checkbox"/> Repetitive motions <input checked="" type="checkbox"/> Visual acuity (color, depth perception and field of vision) <input checked="" type="checkbox"/> Minimum of 1 hour of continuous driving per trip	<b>Environment:</b> <input checked="" type="checkbox"/> Noise <input checked="" type="checkbox"/> Extreme temperatures <input checked="" type="checkbox"/> Wet and/or humid <input checked="" type="checkbox"/> Dust <input checked="" type="checkbox"/> Limited/office environment <b>Hazards:</b> <input checked="" type="checkbox"/> Physical Activities <input checked="" type="checkbox"/> Volatile clientele <input checked="" type="checkbox"/> Potential exposure to contagious diseases due to frequent interaction with clientele

**IMPORTANT NOTICE:**

This position is not limited to those duties in the job description. Duties and responsibilities can be changed, expanded, reduced, or deleted to meet the business needs of Human Resource Training, Inc. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

All employees of this Company are employees at will and, as such, are free to resign at any time without reason. The Company, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice. Nothing contained in this document or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time.

**ACKNOWLEDGEMENT:**

I have read and understand the contents of this Position Description. I also acknowledge that it is my responsibility to notify the Human Resources Department, if I require an accommodation to perform any essential function(s) of this position.

I do\*  or do not  require an accommodation to perform the essential functions of this position.

\* Employee Completes the Request for Accommodation Form.

**Prepared by:** Jennifer Kacprowicz, PHR, SHRM-CP  
**Title:** Director of Human Resources

**Approved by:** Holli Gonzalez, LMFT  
**Title:** Director of Parenting Skills, Clinical Director

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Employee Name (Please Print)	Date	Employee Signature