



Title Youth and Family Counselor	Department Youth and Family Support Program
Reports to Youth and Family Support Program Supervisor	FLSA Class Exempt
Supervises others Yes	Location Tempe
<u>SHIFT:</u> Typical schedule: Schedule will be determined in conjunction with the 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.	
<u>POSITION SUMMARY:</u> The Youth and Family Counselor will perform the following services under the Administrative Office of the Court Juvenile Justice Services Division contract: General Mental Health Counseling. This position may also provide the following services as needed: Cognitive Skills Development, Family Support, Community Transition, Interpersonal Skill Building, Life Skills Development and Mentoring. Population: juveniles age 12-17. Services may take place in the Juvenile's home, community-based setting, HRT office, and/or detention.	
<u>ESSENTIAL FUNCTIONS:</u> <ol style="list-style-type: none"> 1. Conducts interventions to improve or alleviate symptoms of mental illness, trauma and/or emotional disturbance that may significantly interfere with functions in at least one life domain (e.g., family, social, work, educational). 2. Conducts therapeutic visits in individual, family, or group sessions, and may include multi-family group sessions. Treatment services should involve a family component when possible and should seek to strengthen family relationships by improving communication and improving family members' ability to support the juvenile's treatment progress. 3. Documents the delinquency risk level in the juvenile's file as reflected on the Service Authorization Form (SAF) and determined by the probation department using the Arizona Youth Assessment System (AZYAS) or other Arizona standardized assessment when applicable for transferred juveniles. 4. Authors a service treatment plan that addresses the juvenile's current level of functioning, including any history of trauma related to the juvenile and their family. Criminogenic risks and needs of the juvenile must be identified at the initiation of treatment, addressed throughout the course of treatment, and recorded in the juvenile's file. 5. Provides structured sessions occurring for a specific, authorized period that work toward the attainment of mutually defined goals as specified in the treatment plan. 6. Provides written recommendation for referral to the juvenile/family and the probation officer for general medical, psychiatric, psychological, and psychopharmacology needs when necessary. 7. Assists in identification and utilization of community resources and natural supports, which must be identified in the discharge plan. 8. Provides consultation service to the probation department and/or the court as requested and approved by probation. 9. Maintains regular contact with families, probation officer, AOC, and system partners. 10. Completes required reports and documentation in a timely manner, provides management with required reports and advises of any problematic situations. 11. Documents attendance, level of participation, and comprehension of activities, within twenty-four (24) hours of service delivery. 12. Demonstrates sensitivity to linguistic, cultural, social, economic, individual and role differences among persons and families served. 13. Attends and makes reports to the Child and Family Team (CFT) during CFT meetings as requested. 	

14. Maintains records of mileage traveled in course of job performance and submits documentation to the Program Supervisor on a monthly basis.
15. Attends and completes a minimum of twenty-four hours of job-related training annually. The minimum training requirement for the 1st year is 48 hours.
16. Commits to attending all program meetings and in-service trainings.
17. Schedules and attends a minimum of 4 hours of supervision per month.
18. Ensures the safety, health and welfare of staff and families at all times.
19. Models and ensures all program norms are upheld without compromise.
20. Acts as a positive role model and mentor for both staff and families.
21. Treats others with respect, confronts negative behavior and supports confrontation.

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. 2 years documented full-time experience providing therapeutic or non-therapeutic treatment services to the juvenile justice population.
3. Ability to obtain and maintain a valid unrestricted Level One Fingerprint Clearance Card.
4. As per the R9-20-204 of the Arizona Statute the minimum age requirement is 21.
5. 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.
6. Must be able to pass a DCS Clearance with no substantiated reports.
7. When required, the ability to pass a criminal background clearance check, drug screen, and if requested a physical exam.
8. Must be able to work a flexible schedule.
9. Must be able to maintain a high level of confidentiality.
10. 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.
3. Knowledge of Arizona's juvenile justice system.
4. Knowledge of and experience with behavior management/modification techniques and interventions with juveniles; ages 12-17.

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	Environment: <input checked="" type="checkbox"/> Noise <input checked="" type="checkbox"/> Extreme temperatures <input checked="" type="checkbox"/> Wet and/or humid <input type="checkbox"/> Dust <input type="checkbox"/> Limited/office environment Hazards: <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: Amna Gilmore, LPC
Title: Supervisor

_____ Employee Name (Please Print)	_____ Date	_____ Employee Signature
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