

# ***Family Counselor In-Home Program McKees Rocks Office***

**Division:** Holy Family Institute

**Reports to:** Inhome Supervisor – McKees Rocks Office

**Hours:** Full-time. Work evenings and some weekends. Must show flexibility in scheduling to satisfy the needs of the clients.

**General Statement of Duties:** The Family Counselor provides service planning, counseling, parent education, case management, risk assessment, facilitating family communication and identifying mental health risk and services for both children and adults. Services are provided in the family's home.

**Essential Functions:**

1. Promotes the Mission and Philosophy of Holy Family Institute.
2. Provides assessment of family problem areas, level of risk, and community resources.
3. Develops and implements goal-based services to families.
4. Provides counseling, family education, and case management services to families.
5. Documents all progress of services provided.
6. Work cooperatively with CYF and staff members to insure quality service to each family.
7. Maintains a positive working relationship with families and fellow staff.
8. Must meet CYF service delivery time frames for proper client discharge.
9. Be available to families in the district for crisis situation.
10. Develops skills training in working with families and children.

**Minimum Qualifications:**

Candidate must have a High School Diploma and 5+ years of experience in social service field. Bachelor/Master's Degrees are preferred. All services are provided to clients in-home during working hours. Must have reliable transportation and use of a car during working hours. Valid PA driver's license and Act 33/34 and FBI clearances are required. EOE

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