



## ***Family Counselor Armstrong County***

**Reports to:** Supervisor – Armstrong County

**Location:** Armstrong County

**Hours:** Workdays, evenings, and some weekends. Must show flexibility in scheduling to satisfy the needs of the clients. Position will require travel, primarily in Armstrong County but longer distances sometimes are necessary and company vehicles can be utilized.

**Full-time and part-time positions available**

### ***HFI Mission Duties:***

Holy Family Institute (HFI) is a 120-year-old Catholic organization with an impeccable history of serving children and families in the Pittsburgh Region. We are one of Pittsburgh's largest social service organizations operating 15 programs in three counties. We are an independent organization guided by Catholic Social Teachings and serving people of all faiths and backgrounds.

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

**Please Note:** *Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law. Applicants should be aware that for client-facing roles, particularly those involving close contact with vulnerable individuals, accommodations that involve remaining unvaccinated against COVID-19 may not be deemed reasonable. The Company will engage in the interactive process on an individualized basis in light of each particular role.*

**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 ensure 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. Must be available to families in the district for crisis situations.
10. Develops skills training in working with families and children.

**Minimum Qualifications:**

Candidate must have a Bachelor's Degree with three (3) years of experience or an Associate's degree with at least five (5) years of experience in social service counseling. All services are provided to clients in-home and HFI facilities, during working hours. Must have reliable transportation and use of a car during working hours but company vehicles are available.

Must have Valid PA driver's license.

Current Act 33/34 and FBI clearances are required.

**COMMITMENT TO SOCIAL JUSTICE**

Holy Family Institute and its affiliated organizations are committed to an environment that respects and values every human being and individual differences. We will invest time and resources to create an inclusive environment for all of our stakeholders. This means we will respect diversity that includes race, ethnicity, gender, socioeconomic status, education, disability, language, and sexual orientation. We also believe that we should be "Faithful Listeners" and embrace diversity of ideas, perspectives and values. We believe in providing access, opportunity, fair treatment, and advancement for all people. Believing that "God is Found in Every Day Activities" we will do our best to eliminate barriers that prevent full participation in our programs and services. We believe "Loving Relationships" means that all are welcome, all are neighbors, and there are no exceptions. With this belief we aim to create an environment in which any individual or group can feel welcomed, respected, supportive and valued.

**Holy Family Institute is an Equal Opportunity Employer**