

# **HOLY FAMILY INSTITUTE**

## **Family Counselor of Allegheny County**

### **Community Based Family Support**

**Program:** Community Services

**Reports to:** Supervisor of Allegheny County Community Based Family Support

**Location:** McKees Rocks or East Liberty/Swissvale office, frequent travel within the community to meet clients

**Hours:** Full-time, exempt - Monday-Friday

#### **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.

**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.*

#### **Statement of Duties:**

The Clinical Therapist will provide outpatient therapy sessions to assigned clients, who have substance use or co-occurring disorders, in their home, school, and office settings. Proficient in MS Office suite with the ability to maintain clinical records. Experience in electronic clinical records is a plus. Must be articulate in verbal and written communication to collaborate with team efforts. The Clinical Therapist must have flexibility in scheduling their own caseload to meet the needs of their clients and work around personal obligations.

#### **Essential Functions:**

- Establishes goal plan with the family based on assessment.
- Ensures that all services are based on the goal plan.
- Provides family counseling sessions to assist clients in meeting their goals.
- Provides parenting education through family and individual sessions.
- Provides case management of all treatment services to each family based on the assessment.
- Provides ongoing assessment of treatment issues and needs.
- Provides concrete services, information and referral to community-based agencies.
- Provides a minimum of 32 billable hours per week.
- Contacts summaries are entered into the KIDS system within 24 hours and reflect service provided and family progress.
- Creates and submits IHSP's, IHSP reports, provider service logs and discharges within established guidelines.
- Collaborates with OCYF by attending Teaming and Conferencing meetings, Re-authorization meetings and through ongoing contact as needed.
- Knows and complies with all agency Continuous Quality Improvement activities.
- Follows office and agency HIPAA procedures.
- Maintains knowledge and follows responsibilities mandated by the Child Protective Service Law.
- Attends mandatory trainings.
- Obtains training related to child development, parenting education, family counseling, addiction counseling, case management, mental health issues, personal safety, ethical issues, and crisis intervention.
- Adheres to other supervisory requests

#### **Minimum Requirements:**

- Bachelor's Degree in Social Work or Human Service Field preferred or

- 2-3 years' experience in Social Services working with children and families.
- Must have a valid PA driver's license with access to a reliable vehicle and appropriate level of insurance to use during work hours and be capable of visiting families in their homes and community settings.
- Ability to obtain Act 33/34 and FBI clearances.
- EOE

#### **Work Experience Requirements:**

- Possess excellent written and verbal communication skills.
- Must be able to engage clients and help families utilizing basic counseling and case management skills.
- Must be able to recognize signs and symptoms of addiction, mental health, and developmental concerns.
- Acts as an advocate for families within the court system.
- Demonstrates ability and knowledge basic computer skills utilizing Microsoft office and Office 365.

#### **Physical Requirements**

- Must be capable of visiting families in their homes on a flexible schedule, lift small children, infants and transport families in a car.
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards

#### **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 Everyday 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**