



## JOB DESCRIPTION

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<b><u>TITLE:</u></b>	In-Home Outreach Counselor (IHOC) /Up-Front Assessor
<b><u>CATEGORY/DEPT:</u></b>	Strengthening Families
<b><u>REPORTS TO:</u></b>	Clinical Director
<b><u>REPORTING STAFF:</u></b>	No
<b><u>STATUS:</u></b>	Exempt

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### **AGENCY OVERVIEW:**

Westside Children's Center (WCC) exists to give at-risk children and children living in poverty the foundation they need to increase their life choices and lead fulfilling lives. For over 25 years, WCC has been providing thousands of at-risk children and their families with critical, high-quality early education programs (including comprehensive Early Head Start services), family strengthening interventions, foster care and adoption services, and a range of vital, integrated services, including educational assessments, disabilities screenings, nutrition, dental and vision screenings, and pediatric health consultations.

### **JOB SUMMARY:**

WCC contracts with the Department of Children and Family Services (DCFS) to protect at-risk children and strengthen families. Families are either referred to us by DCFS or by the probation department for abuse or neglect, or come to us through other community partners. The In-Home Outreach Counselor is responsible to promote and facilitate high quality in-home and clinical case management services for Westside Family Preservation clients. The position works collegially with all program staff.

### **ESSENTIAL JOB DUTIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ensure the physical safety and well-being of the children in the Family Preservation Program
- Provide in-home situational counseling and clinical case management services to clients based upon the approved service plan
- Collaborate with other professionals on the case, including DCFS, Probation and mental health providers
- Document and communicate clients' progress, strengths and needs in a timely and accurate manner through all necessary reports
- Utilize computerized system, Family Assessment Functioning Tool (FAF), to document progress and outcomes
- Attend and participate in MCPCs (Multidisciplinary Case Planning Conference) and coordinate participants' attendance
- Provide client linkage to needed resources/services and follow-up to ensure successful outcome of identified needs
- Perform Up-front Assessments focusing on substance abuse, domestic violence and mental health concerns as needed
- Conduct comprehensive bio-psychosocial assessments, including DSM-5 diagnosis and treatment recommendations using the Behavioral Severity Assessment Program (BSAP)

- Demonstrate flexibility and provide support to other WCC programs as requested, including servicing a limited number of Prevention and Aftercare cases
- Complete all documentation for program evaluation and outcome measures
- Submit all written materials to supervisor for co-signature
- Adhere to all legal, ethical, and professional practice standards including: consulting with supervisor before making a child abuse report, communicating with an attorney, or taking action in any situation involving clinical, legal or ethical decisions
- Attend DCFS (Department of Children and Family Services) Child and Family Team meetings as requested
- Attend and participate in group supervision, meetings and trainings
- Evening hours are required
- Staff must believe in and act in accordance with both the Agency's and the program's mission statements.

In accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description.

**QUALIFICATIONS & EDUCATION:**

- Masters in Social Work, or Marriage and Family therapy. Must be BBS registered
- Spanish Speaking preferred
- Basic computer skills required
- Knowledge and experience utilizing the DSM-5
- Experience and knowledge of issues related to mental health, domestic violence and substance abuse
- Experience working with families and children in community settings
- Knowledge of child abuse/neglect prevention
- Home visitation experience desired
- All employees/contractors, regardless of position, serve as role models for children and adolescents who are served by our agency. Therefore, each employee/contractor must at all times be emotionally stable and able to function effectively with children, adolescents and adults who may have mental or behavioral health problems. The staff must be able to demonstrate appropriate daily behavior, appropriate expression of emotions, as well as appropriate role modeling. Hostility, aggression and unnecessary or inappropriate physical actions as well as inappropriate emotional expression are not acceptable.
- Fingerprint background clearance (DOJ, FBI & Child Abuse Clearance Index), or approved exemption
- Successful completion of pre-employment physical and PPD riskassessment
- Class "C" driver's license, proof of insurance, a safety record acceptable to CAA, and reliable transportation required

*Westside Children's Center is an equal opportunity employer and encourages all applicants and seeks to hire qualified staff who reflect the rich diversity of the communities we serve. We define diversity in broad terms to include race, ethnicity, nationality, age, gender, religion, sexual orientation, gender identity and expression, disability, geography, socio-economic status and other unique attributes that make us who we are.*



*Westside Children's Center has achieved accreditation through the Council on Accreditation (COA). This means our programs, services, administration, and management have been rigorously evaluated and meet best practice standards. Visit [www.COAnet.org](http://www.COAnet.org) to learn more about COA Accreditation.*

**FOR CONSIDERATION:**

- Send **cover letter** and resume to [hr@westsidechildrens.org](mailto:hr@westsidechildrens.org)