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## JOB DESCRIPTION

**JOB TITLE: Assessor/In-Home Outreach Counselor**

**DEPARTMENT: Family Services**

**PROGRAM: Family Preservation**

**REPORTS TO: Family Preservation Coordinator**

**STATUS: Full Time - Non-Exempt**

**HOURS PER WEEK: 40**

### **POSITION SUMMARY:**

- Under the supervision of the Family Preservation Program Coordinator, provides in-home intensive case management, teaching and demonstrating and in-home clinical assessments for the Family Preservation program.

### **DUTIES AND RESPONSIBILITIES:**

- Conducts comprehensive assessments for Family Preservation program clients, in collaboration with the Department of Children and Family Services (DCFS) and other stakeholders/organizations involved in the Multidisciplinary Case Planning Committee (MCPC).
- Conducts MCPC meetings and completes MCPC service plans as per program scope of work; monitors and re-evaluates progress made towards goals; makes adjustments and changes to goals as needed.
- Provides information and referral, intensive case management services for clients.
- Provides in-home outreach counseling visits, supplemental and teaching and demonstrating services.
- Provides group services (parenting, domestic violence etc.) as per program needs as requested.
- Completes Family Preservation Assessment Services (clinical assessments / DSM V diagnosing / recommendations)
- Gathers contact and progress reports from all service providers involved in a case.
- Provides crisis intervention as needed to clients/families.
- Participates in case reviews and case consultation, as required/needed; make case presentations on clients currently on caseload.
- Adheres to child abuse reporting legal and ethical standards.
- Coordinates & participates in peer review as requested by Director of Family & Community Services.
- Maintains client records daily and prepares progress reports, including billing and statistical information as per program/contract requirements.
- Attends department, agency, and community meetings, as assigned.
- Receives supervision from a licensed therapist as applicable.
- Related duties, as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of child abuse risk factors such as domestic violence, substance abuse, mental health issues and/other factors that contribute to child abuse.
- Knowledge of evidenced based practices *highly desirable*.

- Knowledge of the Family Preservation Program *highly desirable*.
- Knowledge of the DSM V diagnosing
- Ability to follow program and agency policies and procedures.
- Proven competency skills, as well as the ability to exercise independent and good judgment.
- Ability to work well under pressure.
- Good communication skills and organizing skills.
- Communicate effectively in written.
- Ability to meet attendance standards and work additional hours as necessary.
- Maintain high level of confidentiality.
- Develop and maintain effective working relationships.
- Ability to work effectively in a team setting.
- Preferred Bilingual (English/Spanish) *highly desirable*.
- Computer literate

### **EDUCATION AND EXPERIENCE:**

- Education: **Master's degree in Social Work or related field required. No exceptions.**
- Experience: Must have at least two years' experience in working with families and children in provision of direct services to low-income and ethnically diverse clients in a non-profit setting; minimum two years' experience providing services to families affected by child abuse, domestic violence, substance abuse, mental health issues and other trauma; experience diagnosing clients using the DSM V; provision of intensive case management to families; and, *experience working with the Family Preservation Program is highly desirable*.

### **LICENSING/CERTIFICATION REQUIREMENTS:**

- Driving is required on a daily basis. Must provide own vehicle, valid California driver license and proof of full insurance coverage (name must be on insurance card).
- Negative tuberculosis screen (required).
- Must pass criminal background check.
- First Aid certification, Child CPR certification *highly desirable*.

### **WORK ENVIRONMENT/PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The work location is at two locations: South Gate, CA and Bell Gardens office sites with daily travel throughout the region; the locations have moderate noise levels and is a non-smoking environment.
- The majority of the job duties are performed offsite and in the clients' homes; employee must occasionally lift and/or move up to 25 pounds.

**Human Services Association is an Equal Opportunity Employer and is committed to complying with all applicable laws providing equal employment opportunities. In addition, we complete criminal background checks via Live Scan method (fingerprinting) on all new hire employees.**