

THE CHILDREN'S HOME

Position: Assessment Counselor

Responsible To: Assessment Coordinator

Position Purpose: Responsible for the provision of appropriate services for those inquiring about assistance from The Children's Home, including performing clinical assessments, counseling, crisis interventions, and providing support, guidance and referral services to clients seeking services.

Status: Exempt – Professional Category

Qualifications:

1. Meets the requirements for a Qualified Professional which are: Master degree in a human services or related field from an accredited college or university and a minimum of two years supervised clinical experience working with children and families.
2. Licensed or eligible to be licensed by the appropriate licensing body; Licensed Clinical Social Worker or Provisional Licensed Clinical Social Worker strongly preferred.
3. Working knowledge of the state mental health system.
4. Working knowledge of child development and family systems theories.
5. Detail oriented with strong organizational skills.
6. Knowledge of clinical interventions and documentation requirements.
7. Demonstrated ability to operate well in crisis situations.
8. Strong verbal and written communication skills; ability to interface well with others outside the agency.
9. Basic computer skills and proficiency in use of Windows based programs.
10. Has a valid North Carolina driver's license.
11. Agrees with and adheres to the General Principles and Qualifications, Section # 401, in the Personnel Policies of The Children's Home.

Job Responsibilities:

TECHNICAL KNOWLEDGE

INITIAL INQUIRY

1. Respond to all inquiries to The Children's Home regarding children/families seeking services in a timely, friendly, and knowledgeable manner providing a systemic, structural, strength based and community-oriented approach.
2. Gather all pertinent information needed to assess for medical necessity and match clients to the most appropriate services, which includes but is not limited to, identifying funding streams, obtaining vital documents from other professionals, and informing legal guardians about the types and availability of services The Children's Home provides.
3. Function as a resource to clients and professionals, making referrals to local community mental health programs, DSS, and other human service agencies.
4. Schedule appointments for assessments, community outpatient counseling sessions, admissions, and other services as needed.
5. Verify payment sources, obtaining initial authorizations, and collecting payments as appropriate.
6. Advocate for clients throughout the referral process and provide assistance in transition to appropriate service areas.

CLINICAL

7. Conduct clinical assessment of each client to determine appropriateness for service, including strengths, presenting problems, and concerns of relevant treatment teams.
8. Develop an initial treatment plan for services including appropriate goals and interventions.
9. Provide crisis intervention as appropriate, including phone calls or walk in visits.
10. Provide ongoing counseling as needed to include individual, family, or group counseling.

11. Participate in weekly individual and group supervision meetings, using these meetings as an opportunity to further professional/personal growth.

DOCUMENTATION

12. Timely documentation of all client related contact, including entering and updating pertinent information in the client database such as initial inquiry, admission information, and treatment plans.
13. Assist case managers and secretarial staff in effective and efficient gathering of needed client information to ensure that client files contain necessary information for admission.
14. Assist with the creation and distribution of reports to various stakeholders as required by licensing, accreditation, and other applicable standards.

PUBLIC RELATIONS

15. Act as a liaison to the community by participating in meetings, professional groups, and organizations.
16. Establish positive on-going relationships with referral sources, including phone calls, visits, and email follow-up.
17. Attend provider fairs and conferences as needed to increase referral base.

CULTURAL AWARENESS

18. Ensure the provision of culturally sensitive services by demonstrating knowledge of cultural issues that affect the populations being served.

QUALITY IMPROVEMENT

19. Ensure compliance with all applicable standards of practice.
20. Ensure the provision of quality services through participation in The Children's Home's Continuous Quality Improvement (CQI) process.
20. Actively promote the mission, values and purpose of The Children's Home

The above list is not all-inclusive. Other responsibilities may become necessary in the course of working routines and therefore be required.

I have received and read this job description. I understand these responsibilities and am ready to fulfill them to the best of my abilities.

Employee Signature

Date

Authorized by:

Director of HR/ Supervisor Signature

Date