

FCCS JOB DESCRIPTION

COUNSELOR

EDUCATION: Master's degree in social work

REPORTS TO: Department Lead, Family Counseling and Children's Services

SKILLS: Minimum of two years experience in clinical setting with people of diverse social, economic and ethnic backgrounds and licensed as an LCSW in the State of Texas. Ability to conduct therapy/counseling sessions in Spanish and/or English. Evidences compassion for serving the vulnerable including the homeless and residents of public housing.

PHYSICAL AND MENTAL REQUIREMENTS: See reverse

PRIMARY DUTIES:

- Provide therapeutic counseling for patients from vulnerable and underserved populations including Spanish speaking population through individual, couple, family, and group therapies.
- Interview patients and coordinate assessment; summarize and evaluate problem areas and patient strengths.
- Develop treatment plans based on evidenced-based therapies; complete appropriate documentation per agency procedure
- Monitor and facilitate progress through treatment.
- Coordinate treatment of patient with primary health care providers.
- Attend and actively participate in staff meetings; initiate and/or participate in staff committees and study projects; contribute unique personal experiences as appropriate
- Determine the content and format of conferences with supervisor and other staff development opportunities
- Acceptance of additional assignments within available opportunities according to personal interest and qualifications
- Abide by appropriate code of ethics
- Complete administrative assignments as indicated

OTHER DUTIES:

- As assigned by supervisor

PHYSICAL AND MENTAL REQUIREMENTS:

- visual and auditory accuracy
- shift length - 8 hours
- indoor setting
- frequent use of computer
- long periods of standing and sitting

- frequent use of telephone
- continuous repetitive grasping and manipulation of both hands
- continuous conversational communication
- occasional walking, squatting, stooping, bending and twisting
- occasional reaching and climbing
- occasionally carrying up to 10 lbs
- infrequent use of personal transportation
- understand/carry out simple/detailed, oral/written instructions
- memorize and retain instructions
- read and interpret detailed specifications