



Job title	<i>Family Counselor- CIT (Counselor-in-Training)</i>
Reports to	<i>Behavior Clinic Director</i>
Fair Labor Standards Status	<i>Exempt</i>

Job purpose

The Family Counselor-CIT is responsible for processing referrals for the Behavior Clinic, conducting intake evaluations, providing in-home and center-based treatment services, and representing the Behavior Clinic at Penfield meetings and in the community. The Family Counselor-CIT position is a time limited position providing the Family Counselor-CIT employment while obtaining the 3,000 post master’s supervised clinical hours required for licensure. The length of time for the position is a maximum of 2 years. The Family Counselor reports directly to the Director of the Behavior Clinic

Working relationships

- Community professionals
- Families
- Volunteers
- Agency Staff
- General Public

Prime functions

Clinical evaluation of children with significant behavioral, social and emotional concerns ages 1 through 5 years:

- Timely and professional response to inquiries from others regarding the Behavior Clinic.
- Conduct evaluations/ observations/ consultations for children referred to the Behavior Clinic.
- Timely completion of evaluation reports and billing.
- Timely communication with families and staff regarding outcomes of evaluations/ observations.
- Adherence to the data collection protocols of the Behavior Clinic.
- Meet with Clinical Director weekly for supervision and to review cases

Direct clinical intervention with children and families:

- Accept referrals for Behavior Clinic services and orientate families to in-home treatment program.
- Provide treatment to children with specific mental health needs and their caregivers.
- Modify treatment plans to meet the individual needs of each child and family.
- Completion of progress notes and billing on a timely basis.
- Timely communication with child’s other team members regarding mental health needs.
- Respect the cultural, racial, and ethnic differences of the clients served.
- Foster the positive learning and development of children through observation within various early childhood settings and provide mentoring to staff which reinforces these positive approaches.

- Build relationships and communicate effectively with parents.
- Seek further consultation or refer a child for additional services when necessary.
- Appropriately diagnose children and modify treatment plans as needed with the supervision of the Clinical Director.
- Observe/address safety and health of children served by reporting concerns to the Bureau of Milwaukee Child Welfare as needed.

Act as Liaison between the Behavior Clinic and agency:

- Educate staff on making appropriate referrals and recommendations.
- Provide consultation to other interdisciplinary team members who are not mental health providers.
- Provide resources to staff on appropriate treatment plans and care of children.

Assist the agency as needed:

- Represent the Behavior clinic in a professional manner at all times
- Provide information on the Behavior Clinic to increase awareness
- Perform all other duties as assigned
- Encouraged to volunteer 4 hours of time per year to a Penfield activity

Qualifications

- Master's Degree in Counseling Psychology or related field
- Knowledge of developmental disabilities and normal child development
- Knowledgeable in the area of infant and early childhood mental health
- Knowledge of child behavioral assessment methods
- Personal flexibility able to adjust to changing needs of clientele
- Excellent organizational skills and attention to detail
- Excellent communication skills – written and oral
- Computer literacy required: efficiency in Microsoft office. Ability to learn new programs.
- High level of confidentiality and ethics.
- Ability to work well independently or as a member of a team.
- Ability to work with a diverse clientele
- Ability to lift or move objects of 50 lbs. or less on a daily basis.
- Must have sufficient mobility to move- including bend, stoop, reach, lift and grasp.
- Meeting vaccine standards as outlined in Bloodborne Pathogens Exposure control plan
- Valid Wisconsin driver's license and access to an insured vehicle during working hours

Performance criteria

- Community Engagement, Execute communication and outreach plan for awareness and position Penfield as a leader in the field.
- Organizational development , foster a culture of high performance, accountability and teamwork
- Financial Stability, maximizing organizational efficiencies through productivity and program improvements.
- Quality Improvements through Data Analytics, Implement electronic client records system