



<b>Job title</b>	<i>Licensed Family Counselor *fluent in Spanish preferred*</i>
<b>Reports to</b>	<i>Behavior Clinic Director</i>
<b>Fair Labor Standards Status</b>	<i>Exempt</i>

### **Job purpose**

The Licensed Family Counselor is responsible for processing referrals for the Behavior Clinic, conducting intake evaluations, providing in-home and center-based treatment services, supervising graduate students and representing the Behavior Clinic at Penfield meetings and in the community. The Licensed Family Counselor reports directly to the Director of the Behavior Clinic. ***\*\*This position has the ability to earn post-masters 3000 supervised hours\*\****

### **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.

*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.
- 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 and students on appropriate treatment plans and care of children.

*Assist the agency as needed:*

- Provide supervision to practicum/internship students. One hour per week scheduled and available as needed throughout remainder of week.
- Provide in-session training.
- Offer constructive criticism and feedback on an ongoing basis for students.
- Relay feedback from other Behavior Clinic staff to students.
- Maintain open, positive communication with new employees and incoming students.
- Review and sign all paperwork completed by students, including: intake reports, termination reports, billing forms, etc.
- Sign off on all paperwork, including: intake reports, termination reports, billing paperwork, etc., and also complete reliability measures.
- Timely and proper completion of all supervision paperwork and maintenance of supervisee file.
- Represent the Behavior clinic in a professional manner at all times
- Perform all other duties as assigned
- Encouraged to volunteer 4 hours of time per year to a Penfield activity

*Qualifications*

- Masters 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

Penfield Children's Center is an Equal Opportunity Employer.