

GRADE: 13
DIVISION: COMMUNITY HEALTH – Child Guidance

POSITION SUMMARY:

Primarily responsible for identifying or facilitating the early identification of children with psychological, social, emotional or behavioral issues; providing psycho-educational, prevention and intervention services to children and their families; training, educating and consulting with parents and professionals on techniques to promote optimal social-emotional development; administering psycho-social screenings and limited evaluations of children; providing counseling services and referring families who are in need of long-term treatment services to the appropriate resource; and collaborating with community organizations to ensure systems are in place to meet families' parenting needs.

PRINCIPAL DUTIES/RESPONSIBILITIES:

The following functions represent the majority of the duties performed by the position, but is not meant to be all-inclusive or prevent other related duties from being assigned when necessary:

ESSENTIAL JOB FUNCTIONS (85% of Time):

1. Behavioral health staff will provide training for parents, "surrogate" parents, and/or groups of children. Training will focus on developing normal psychological, social, emotional, and behavioral competencies and on developing skills in parents by emphasizing strengths while developing practical skills through educational methods. Services may be delivered to single family units or groups using a specific curriculum or focused information.
2. Psycho-educational groups for children may include social skill groups that emphasize problem-solving, cooperating, anger management, coping with family changes through divorce/separation or death of family member, or personal safety. Parent involvement may be part of the group activities.
3. Training and consultation to professionals for the purpose of increasing the ability of other professionals whom serve children and parents.
4. Behavioral staff may provide brief mental health status interviews to individuals for the purpose of determining an appropriate referral source.
5. Diagnostic services may be provided to children who have no other access to such services through public or private agencies.
6. Counseling services may be provided to children and parents in family units on a short-term basis to those families who do not have access to other public or private agencies.
7. Completes required training in support of duties and responsibilities of this position.
8. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

SECONDARY JOB FUNCTIONS (15% of Time):

1. Participates in educational opportunities related to job and updates other staff on information obtained.
2. Participates in staff meetings and quality assurance activities, and in orientation and training of new employees.
3. Behavioral health will participate with interagency planning groups to facilitate the psycho-social needs of families in the community.

4. Completes daily time sheet, monthly mileage reimbursement request, and leave requests and/or cancellations.

QUALIFICATIONS/SPECIFICATIONS:

Education/Experience:

- Master's degree in psychology, social work, education or guidance and counseling, including two semesters of applied clinical practicum experience in psychology or one year of supervised experience in providing professional psychological or counseling services. Experience working with families of children, ages 0-12, with an emphasis on relationship-based work with children ages 0-6, as well as trauma-informed practices.

Licenses:

- Licensed Professional Counselor (LPC), Licensed Clinical Social Worker (LCSW), or Licensed Marriage & Family Therapist (LMFT) preferred; eligible for licensure required. Infant Mental Health endorsement preferred; eligible for endorsement required.

Knowledge and Skills:

- Knowledge of the skills and techniques unique to the field of Infant Mental Health; and of a reflective practice of supervision.
- Good oral and written communication skills, as well as good interpersonal skills required to deal continually with the public and other staff.
- Skills and techniques of trauma-informed practice within this specialized population.

INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:

- Internal contact with Child Guidance, Family Planning, WIC, Immunizations, Children First, School Health/TFIMR, and Healthy Start Initiative program staff.
- External contact with the public, community agencies, and families.

PHYSICAL EFFORT: No unusual physical effort.

WORKING CONDITIONS: No unusual working conditions.

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:

Direct Supervision – None.

Indirect Supervision – None.

Budget/Money/Material – Responsible for assigned equipment.

Reports to – Manager, Child Guidance

SPECIAL CONDITIONS:

- Must maintain THD record confidentiality according to HIPAA regulations.
- Must possess ability and willingness to perform work-related travel.

FLSA Status: Exempt