



Family and Community Support Systems, LLC

JOB TITLE: FAMILY CONSULTANT

Immediate Supervisor: Senior Family Consultant

Core duties and responsibilities:

- ❖ Conduct an Assessment for new referrals
- ❖ Identify client's values, strengths and support systems
- ❖ Provide family and individual counseling services
- ❖ Determine creative and effective strategies for change
- ❖ Provide encouragement and motivation for change to clients
- ❖ Provide case management services
- ❖ Develop and implement individualized treatment plans
- ❖ Teach or enhance parenting skills
- ❖ Develop customized behavioral modification plans
- ❖ Respect client confidentiality
- ❖ Teach appropriate communication skills
- ❖ Attend Court hearings and funding meetings as requested by referral agency
- ❖ Communicate weekly with referral agency to update on case
- ❖ Network within the community for resources
- ❖ Promote a team atmosphere among all providers
- ❖ Respond to crisis situations by providing guidance to the client and empowering appropriate choices
- ❖ Communicate respectfully and professionally with clients, referral agents and co-workers
- ❖ Advocate within educational environment
- ❖ Complete and submit accurate documentation and billing on time
- ❖ Assume responsibility for professional growth and development
- ❖ Utilize consultation and supervision
- ❖ Attend regular staff meetings

Minimum knowledge, skills and abilities:

- ❖ Ability to keep professional boundaries
- ❖ Extensive knowledge of child and adolescent development and treatment provision
- ❖ Ability to communicate effectively both verbally and in writing
- ❖ Ability to work independently
- ❖ Ability to perform job in accordance with the organization's policies & procedures
- ❖ Must be able to adapt to change and demonstrate flexibility
- ❖ Must possess good organizational and time management skills
- ❖ Possess sound knowledge and understanding of family dynamics
- ❖ Demonstrate critical thinking skills
- ❖ Strong interpersonal skills

Other Job Requirements:

- ❖ Availability to work a varying schedule including evenings and weekends
- ❖ Possess a valid driver's license
- ❖ Access to own vehicle to transport clients
- ❖ Must pass extensive background check
- ❖ Must have good driving record
- ❖ Must have local cell phone

Educational requirements

Must possess a Bachelor's Degree in Social Work or a related field and have 1 year of clinical experience providing direct behavioral health services to children and adolescents with mental illness. Must meet current Virginia Medicaid qualifications for *Qualified Mental Health Professional*. Prefer MSW with at least 1 year of clinical experience.