



Position Description

Crisis Counselor

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Reports to: Executive Director/Shelter Administrator

General Information

The Crisis Clinician will develop, coordinate, and implement clinical and other related services impacting the mental health of clients served by the agency. S/he will plan and administer training services on mental health to staff. Also, the incumbent will provide support to the Executive Director and Shelter Administrator.

Duties and Responsibilities

1. Conduct crisis assessments to identify client strengths, triggers, coping skills and plan within 72 hours. (Counselor intake form)
2. Incumbent will perform risk assessments and make recommendations to the agency case manager for client hospitalizations.
3. Will use trauma informed care to intervene during crises.
4. Incumbent will use a variety of evidence-based, theoretical approaches incorporating research literature and other resources in clinical services, as needed. Clinical services will be focused on symptom resolution, crisis planning, conflict resolution and improvement of overall client functioning.
5. Incumbent will conduct clinical group sessions with approximately 10 individuals addressing mental health needs while building self-esteem, teamwork, improving communication, appropriate boundaries, crisis intervention, anger management, and self-discovery and adaptive coping skills. The group for the young girls will be conducted separately than the young boys. (See examples in sample group binder)
6. Incumbent will provide pre-hire trauma informed care trainings to new direct care staff.
7. Incumbent will advocate for clients with other community-based organizations and governmental agencies as needed.
8. Incumbent will develop and maintain reports, administrative and clinical records in accordance with, and ensuring compliance to program policies. Paperwork associated with each individual client will include, but is not limited to: individual session notes and group session notes.
9. Incumbent will assess for any mental health concerns on a regular basis and refer for a psychiatric evaluation and/or psychological assessment as needed.

10. Incumbent is responsible for open lines of communication via email, fax and telephone with the individual's case manager, and other personnel involved the care of each client.
11. Incumbent will have the capacity to function as a member of an interdisciplinary team.
12. Incumbent will consistently assess for any ethical dilemmas that may arise and resolve the situation using best-practices.
13. Incumbent will participate in agency staff meetings, and case consultations as needed.
14. In accordance with professional licensing mandates, incumbent will be required to participate in institutes, seminars, workshops, conferences, independent study programs, college academic or continuing education courses that are related to and/or enhance clinical practice.
15. Incumbent will attend Fort Bend Connect professional meetings with the goal of facilitating and maintaining county interagency networking/collaboration, resource attainment and service coordination. Incumbent will then report relevant information to the Executive Director.
16. If family reunification is expected, incumbent will conduct a family reunification session prior to the client discharging from the program, when possible.
17. Incumbent will participate in circle of support meetings with the client, client's case manager, and other personnel involved the care of each client.
18. Incumbent will be responsible for developing training curricula related to mental health for direct care staff.
19. Incumbent will provide training presentations/workshops to direct care staff and other personnel as needed.
20. Incumbent will develop and maintain service and outcome data related to clinical programming.
21. Incumbent will develop, maintain, implement and revise internal agency policies and procedures for clinical services.
22. Incumbent will support the Executive Director and Shelter Administrator in program development.
23. Incumbent will assist and work with the Executive Director regarding strategic and long-range planning as needed.
24. Counselor will train new hires on proper documentation for all required forms.
25. Counselor will determine admission for YES waiver referrals.
26. Coordinate with internal and external clinical services to ensure proper communication.
27. Incumbent will assist in reviewing placement requests from DFPS for youth needing shelter.
28. Incumbent will bring behavioral goals to each staffing regarding updates, changes, or improvements in the goals set by counselor and resident. (Counselor update form)
29. Incumbent is responsible for preparing updates for the contract psychiatrist and coordinating with the MD for visits to PYR
30. Incumbent will uphold the NASW Code of Ethics in all aspects of their work.

Qualifications:

Licensed as an LMSW (under board approved clinical supervision plan), LCSW, LPC, or LMFT
Additional Preferred Qualifications: Bilingual in Spanish and be certified in Trauma-Focused Cognitive-Behavior Therapy.

Other Related Information

Incumbent will have a working knowledge of the following:

- psychopharmacology

- trauma-informed care
- co-occurring disorders
- juvenile justice issues/delinquency including, but not limited to truancy, probation and incarceration
- residential programs
- foster care youth
- runaway and homeless youth
- substance abuse
- child abuse victims and witnesses
- public health issues impacting at-risk youth (STI, HIV, pregnancy)