

TITLE: Behavioral Health Associate Counselor
CLASSIFICATION: Full-Time Exempt Salary Range \$46,000 - \$55,000
JOB CATEGORY: Counseling, Mental Health, Clinical Social Work

PRIMARY FUNCTION/PURPOSE

The Behavioral Health Associate will coordinate the provision of counseling and social services in a community setting, to students and their families facing obstacles to academic and personal success. The Associate Counselor must be under the supervision of a Texas State Board of Examiners of Professional Counselors or Texas State Board of Social Worker Examiners, approved Clinical Supervisor as a requirement of this position. Additionally, the Associate Counselor will build strong partnerships with schools and community organizations and will serve as an effective leader and advocate for Girls. **#relationshipsarethework**

ESSENTIAL DUTIES AND RESPONSIBILITIES

(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)

Intake & Assessment

- Complete intake and conduct initial assessment with referred students and their parent or guardian
- Complete individual assessments and treatment plan to address mental health or emotional needs of clients

Service Provision

- Individual and group counseling and/or peer support to address mental health or emotional needs with the goal to improve individual and family well-being
- Implement trauma informed strategies and upstream intervention techniques appropriate to client needs
- Provide crisis intervention during critical situations
- Develop an aftercare plan for students and families in coordination with the Girls Inc. staff and community partners

Serve as a Professional Asset Builder for youth

- Become proficient in the Search Institute's Developmental Assets and Relationships Framework
- Takes initiative and seeks opportunities to role model developmental relationships with peers, families, girls and other stakeholders
- Demonstrates empathy and compassion toward others
- Develops a deeper understanding of restorative practices to elevate the critical role of developmental relationships with the girls involved with Girls Inc.
- Become knowledgeable about trauma and Adverse Childhood Experiences (ACEs) and be able to use tools to create a trauma-informed environment.

External Relationship Development

- Publicly represent agency with external constituency groups including community, governmental, and private organizations

- Identify new opportunities to leverage cross-program and departmental strengths
- Communicate with clients and other stakeholders to gain community support for Girls Inc. and to solicit input to improve the program
- Represent the agency and serve as liaison between Girls Inc. and community partners; attending community meetings as deemed appropriate for program initiatives.

Evaluation and Outcomes

- Oversee the collection and maintenance of participant records for statistical purposes according to the confidentiality/privacy policy of the organization
- Oversee participation in Girls Inc. network-wide outcomes measurement strategy: ensure use of girl-tracking system to collect girl data regularly and survey girls annually, as well as for continuous program improvement.
- Implement a system for tracking and reporting on the progress of case management implementation and outcomes
- Responsible for the compliance and monitoring of contracts from government and corporate funding sources
- Serves as a liaison to federal, state agencies and private foundations for ensuring compliance with grant requirement
- Assists in the coordination of the inter-departmental and program agencies to achieve grant program goals and objectives
- Maintain sign in sheets for services, confidential data and files in accordance with Girls Inc. policy and procedures and licensure requirements.
- Evaluate program effectiveness

GENERAL EXPECTATIONS

- Creativity/Innovation: Develop new and unique ways to implement activities that inspire girls to be Strong, Smart, and bold
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques. Ability to make effective presentations to audiences and lead small group activities
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of the organization; ability to work unsupervised, seek supervision when necessary and use feedback constructively
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Customer Service: Respond to customers/clients (children, community members, co-workers, donors, board members, family members, and volunteers) in a timely and thorough manner; does what is necessary to ensure customer/client satisfaction; prioritizes customer's needs and follows up to evaluate customer's satisfaction.
- Calm and Flexible: Models patience and self-control and is able to tolerate creative chaos; can adapt to new or unexpected situations and rebound from setbacks.

REQUIREMENTS

- **A master's degree in social work, education, or related field and two years of experience in case management services within community programs working with trauma and youth.** Special consideration may be given for significant work in the social services sector for a candidate without a master's degree. Maintain professional licensure, if applicable.
- Currently licensed through the Texas State Board of Examiners of Professional Counselors or Texas State Board of Social Worker Examiners, LPC-Associate or LMSW on a Clinical Social Worker supervision plan
- Preferred minimum 12 months of clinical supervision under a Board approved clinical supervisor with counseling hours
- 2 years of professional, related work experience beyond bachelor's degree to include graduate school practicums and internships
- Experience with at-risk populations and cross-cultural environments
- Demonstrated commitment to serving children and their families with an ability to engage and communicate effectively with children, adolescents and families of diverse cultures
- Perform physical activities including lifting at least 20 pounds several times a week, bending, stopping, twisting and reaching several times a day
- Record and report significant individual and group behavior to necessary entities, such as the child's caretakers, and or guardians, Girls Inc. President/CEO, Child Protective Services, etc.
- **Bi-lingual strongly preferred, Spanish.**
- Proficiency in the use of computer for: word processing, presentations, databases, spreadsheets, email, and internet
- Enough maturity and judgment to function in crisis and an ability to present a professional demeanor under a variety of conditions.
- Responsible for own personal safety, your co-workers, and others that might enter your work area.
- Driving requirements: Must maintain a current drivers' license. Must have access to reliable and safe transportation. Willingness and ability to use personal vehicle for work activities.

DESCRIPTION OF THE WORKING ENVIRONMENT

Work environment is the Girls Inc. of San Antonio Campus; however, many work assignments are completed outside of an office setting, including program outreach sites, schools, community centers, special event locations, and client homes. **Weekend and evening work is required.**

DESCRIPTION OF ORGANIZATIONAL RELATIONSHIP/REPORTING RELATIONSHIP

Supervisor: Program Director

Supervises: Interns and Volunteers as needed

To apply, send cover letter and resume to:

Sherry Cook, Program Director scook@girlsinca.org