

**FRIENDSHIP HOUSE
JOB DESCRIPTION**

Position: Counselor in Training

Supervisor: Executive Director

Working Schedule: 25-40 Hours per week

Employment Status: Part-time, Non-exempt

Organization Description: Friendship House of Christian Service is a Faith Based Community Development Agency located in the heart of the Billings' "South Side" neighborhood. Since 1957, we have served as a family and community resource center dedicated to improving the spiritual, social, emotional and economic conditions of the South Side by providing services and opportunities for children, youth, teens, adults, and families.

Our primary focus is building a healthy community based on holistic family programming. We accomplish this goal by providing the following wrap around service programming: Preschool; Youth Afterschool & Summer Enrichment; Teen Programs; Adult Life Skills & Education; Child, Adult and Family Counseling. With our programming and the intentional interaction with other service partners, we touch every area of a client's life to steer them toward positive outcomes. Through this approach, we serve clients from age 3-103 with best practices programming aimed at transforming a community one person at a time.

Counselor Service Responsibilities

- Under the Direction of the Lead Counselor the following are the job responsibilities:
 - In cooperation with and under the supervision of the lead counselor:
 - Coordinate, schedule, lead and offer Counseling to Children and Families.
 - Assist with counseling children/families as directed and noticed by coordinating and maintaining direct communication with Executive Director and Program Coordinators
 - Design and coordinate the implementation of counseling of children and families as needed with an emphasis on trauma informed care.
 - Design, develop and maintain detailed confidential records on counseling sessions on Friendship House computer server and paper copies
 - Design or utilize an existing tool and implement an assessment tool for to note needs in youth in families for ongoing cases.
 - Assist teachers/staff with youth behavioral issues in classrooms, field trips, playground, etc.
 - Provide best practice training for teachers/staff on counseling techniques, classroom management, behavioral and emotional issues.

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- Make regular classroom visits assisting teachers in implementing Friendship House behavioral model and goals.
- Assist with behavioral discussions at staff meetings offering coaching and suggestions to empower teachers and program staff.
- Deliberately engage local Christian congregations/Pastors/Chaplains to engage our families, serve beside us and support our mission.
- Schedule and Direct regular Counseling with families and children both as needed and as in a systematic manner to include contact with each student and family-paying particular attention to those most at risk/needy
 - Direct special needs counseling to partners at Churches, YBGR, Aware, New Day, Youth Dynamics, etc.
 - Make teachers aware of counseling appointments, progress and needs
 - Make regular weekly written, oral and electronic reports on counseling to Executive Director and Program Coordinator and at teaching staff meetings.
 - Make behavioral improvement models and goals for students as needed
 - Assist families to reach their personal and relational goals as requested
- Serve as a collaborator with partners to implement and evaluate Friendship House behavioral model and goals in harmony with goals of partners.
- Assist with other projects and responsibilities as assigned by Executive Director.

Acceptable Experience and Training

- Completion of a Masters Degree in Counseling
- Working towards certification hours
- Proven track record of leadership and implementation in education
- Proven track record of counseling and behavioral change with youth
- Strong proficiency in Microsoft Word, Excel, Publisher and database programs.
- Knowledge of Electronic Health Records Software (EHR)
- 2 years experience in ministry and/or counseling.
- Ability & willingness to comply with HIPPA
- Must be accurate and detail oriented; possess strong organizational and time management skills; and the ability to prioritize competing priorities in a complex and fast paced environment.
- Ability to work under pressure with tight deadlines.
- Must be able to interact professionally with families, donors and volunteers.
- Ability to present Friendship House to groups and individuals
- Excellent written communication skills.
- Excellent customer service skills.
- Ability to use good judgment and maintain confidentiality of information.
- Ability to obtain “Primary Care Giver” status with the State of Montana within 1 month of hire.

All Employees’ Responsibilities:

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- ❑ Support the mission and values of Friendship House.
- ❑ Attend staff meetings and regular one-on-one meetings with one's supervisor.
- ❑ Be an active, constructive, and supportive team member.
- ❑ Demonstrate superior service to everyone you interact with at Friendship House.
- ❑ Work well under pressure, meeting multiple and sometimes competing deadlines.
- ❑ Adhere to all policies, systems and procedures of the organization especially regarding confidentiality, risk management, and licensing issues.
- ❑ Participate in required training appropriate to your position.
- ❑ Become knowledgeable about the policies, procedures, systems, and processes that impact your job and your status as an employee.
- ❑ Be able to pass background check and random U.A. tests.
- ❑ Participate in developing and implementing goals and plans to prioritize, organize, and accomplish your work.
- ❑ Be a public representative of Friendship House.