

HARMONY AT HOME JOB DESCRIPTION

JOB TITLE:	HAH Counselor at Rancho Cielo
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JOB SUMMARY:	The Rancho Cielo Counselor (RCC) will be under the general direction of Harmony At Home (HAH) and will report directly to the Director of Operations. Any issues will be brought directly to the Director of Operations. As a Rancho Cielo Counselor you will be working in an Alternative education school based program focused on providing youth and young adults with mostly individual counseling support daily at the Rancho Cielo School site. There will be the opportunity for the RCC to use a variety of different therapeutic techniques to be able to establish trust and work with students on their trauma and experiences. The RCC will need to have experience in various on the spot intervention techniques to assist with possible deescalation of student/s. This job requires someone who is flexible and is open to alternative forms of therapy. This might look like group therapy, psychoeducation, working in nature, camping, walking, etc. Sometimes this position will require the RCC to drive a student home, meet in a site off campus or other modes of supporting the youth. We are looking for a LCSW or LMFT with atleast 2 years of experience counseling youth in a variety of different modalities and situations.
EXEMPT OR NON-EXEMPT:	Salary, Exempt Monday-Friday and some weekends. Number of hours is a minimum 40 hours per week.

ESSENTIAL FUNCTIONS:	Employee must be capable of performing all Essential Functions for this job.
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ESSENTIAL FUNCTIONS

1.	Counselor at Rancho Cielo is to report to the Director of Operations with any program or agency issues. There will be a monthly consultation with the Lead Clinical Supervisor or an experienced Clinical Supervisor.
2.	Licensed therapists are to have regular email, or phone check-ins with the Director of Operations as is requested.
3.	Counselor is required to attend the yearly orientation at the start of each school year and will be trained on current requirements and methodologies exacted by Harmony At Home (HAH).
4.	Counselor must have training in law and ethics and adhere to practices set forth by HAH. All counseling staff is to provide HAH with confirmation that they have obtained education on law and ethics every two years.
5.	Counselor is encouraged to share HAH's mission with the public: "to end the cycles of violence and abuse by empowering children and young adults with the knowledge, skills, and confidence to lead healthy and productive lives". Counselors are not to speak for the organization, or take actions on behalf of the organization, without approval from the Director of Operations.
6.	Counselor is required to keep communications open with school personnel including, but not limited to, the principal and teachers. Good communications by the counselors to school personnel is vital (utilizing program forms, email, phone, and drop in hour).
7.	Time cards must be submitted VIA ADP website every two weeks: on the 11th and the 26th – by 10:00 am (dates will vary to accommodate Holidays and weekends, but you will be informed of time card due date by email).

	8.	Monthly reports are due to the office and should be remitted within a week of the month's end. Other reports may be required that are equally vital, and must be done in a timely manner.
	9.	Counselor is to coordinate their vacation and personal time off with their school's vacation and closure times. If a vacation is taken during school days, ample notice needs to be given and the counselor needs to inform their clinical supervisor(s), HAH office and their school(s) to make best efforts at informing child clients of their absence. In the event of absence due to sickness or an emergency, notification is to be made to Director of Operations, HAH office and school as soon as possible.
	10.	A plastic tub of supplies and a locking tote for client files may be given to each counselor at the beginning of the school year. It is your responsibility to contact the office if you require more supplies.
	11.	Client files are to be protected at all times, and are not to be left at the school. It is your responsibility and ethical obligation to protect and store your confidential lock box in a secure location. Accommodations by RC can be made to secure files at the reporting site if they are in secure location that locks.
	12.	Client files are to be maintained on a daily or weekly basis. Each time a child is seen there must be documentation in his/her progress notes with a current mental status. Progress notes must be signed off by treating therapists. Files will be checked during mid-year file checks and supervision.
	13.	It is important for counselors to know that just because you are working in a school, does not mean you will have similar school breaks throughout the year. It is expected that the counselor will be working through some school breaks and summer. Please inform HR/Director of Operations to schedule vacations in advance.
	14.	At end of year, files are to be arranged utilizing program procedures for file set up and turned into the office no later than two weeks upon school's closure.
	15.	All counselors are cps mandated reporters. Counselors are expected to file reports to child protective services (cps) upon any reasonable suspicion of child abuse. Counselors are required to keep original report in client's file if it is faxed, or a copy if original is mailed to cps. The office will distribute one copy to the employee's supervisor(s), and one copy will be retained at the HAH office. Every intern, trainee, pps credentialed and licensed therapist needs to alert their school principal when they have made a report. If the school principal requires a copy the report, the counselor needs to confirm the report will be placed in a locked file cabinet.
	16.	You will need to be able to lift and carry your locking tote box, with client files, from your car to your space on campus, and back to your car again. You will also need to be able to carry your large tub of art supplies. you must be able to lift and carry approximately 30 lbs. HAH will provide you with a rolling cart, if requested. If you have any physical problems that prohibit these actions, please notify the office.
	17.	You will need to provide HAH with a phone number where you can be reached throughout the day. It is necessary that you monitor your phone for communications from your Director of Operations, HAH Office or the Counseling Program Manager. Prompt response is expected.
	18.	You will need to have access to email, as this is a form of communication HAH relies on heavily. It is necessary that you monitor your emails every day, and respond within a timely manner.
	19.	It is imperative that counselor does not discuss clients with friends or family.
	20.	This job requires that you submit to a background check, drug test and TB test. Any subsequent arrests or drug violations after hire could be grounds for termination.
	21.	Appropriate dress attire and hygiene at your schools is required as you represent the agency as a professional in the field. The dress code prohibits the following: ripped, faded or excessively "worn" jeans, shorts, t-shirts, ripped or sheer clothing, sweats and flip flops.
	22.	You may be asked on occasion to work with children before the start of school or after the end of the school day, depending on the needs of the student.

	23. MAINTAINS SAFE AND HEALTHY WORK ENVIRONMENT:
	Employee is knowledgeable and complies with all safety and health rules and regulations including, performance of safe work habits. Employee takes immediate action to correct and/or report all safety hazards to supervisor. Employee secures hazardous areas to protect safety of others. Employee immediately reports any work-related injury to supervisor.

	24. SPECIAL EQUIPMENT KNOWLEDGE & USE:
	Office equipment such as copier, printer, fax, etc.

	25. COMPUTER/SOFTWARE SKILLS REQUIREMENT:
	Basic skills of MS Office applications, internet and communications via email.

	26. LANGUAGE SKILLS REQUIREMENT:
	Fluent in English and Spanish

27. PHYSICAL ACTIVITY REQUIREMENTS

	Never	Occasionally	Frequently	Constantly		
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driving Vehicles/Equipment	<u>YES</u>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Operating Equipment/Machinery	<u>YES</u>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exposure to Dusts, Gas, Fumes	<u>NO</u>
Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exposure to Hazardous Materials	<u>NO</u>
Bending Over	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Possible Exposure to Blood/Body Fluids	<u>YES</u>
Reaching Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exposure to High Noise Levels	<u>MAYBE</u>
Balancing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Walking on Uneven Ground	<u>YES</u>
Pushing/Pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exposure to Marked Changes in Temperature	<u>NO</u>
Lifting/Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Use of Safety Equipment (Ear Plugs, etc.)	<u>MAYBE</u>
10 lbs. or Less	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hearing Impairment Acceptable	<u>YES</u>
20 to 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Color Vision Impairment Acceptable	<u>YES</u>
Over 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Color Vision at 20 Inches or Less Required	<u>YES</u>
Skin/Hands in Water	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Color Vision at 20 Feet or More Required	<u>YES</u>
Exposure to Chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Foot Controls Used	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Repetitive Hand Use	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Firm Grasping Required	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

100%	28. PERFORMS ALL OTHER DUTIES AS REQUIRED BY MANAGEMENT
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Employee Signature: _____ **DATE:** _____