

## **SANTA CRUZ COUNTY OFFICE OF EDUCATION**

### **FAMILY SERVICES COUNSELOR**

#### **DEFINITION**

Under general direction, perform highly skilled, specialized mental health services including counseling, and case management to individuals and families designated to Special and/or Alternative Education programs; to serve as a liaison to community agencies and organizations in a training, educational, advisory, and/or consulting capacity; and to do other work as required.

#### **SUPERVISION EXERCISED**

There are no supervisory responsibilities.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Develop assessment reports.

Prepare case histories and diagnostic service plans.

Identify special needs of clients and serve as a coordinator to oversee the implementation of individual service plans. Develop goals and objectives that support the individual service plans' goals, objectives/outcomes for consideration in the individual service plan meetings.

Provide consultation and collaboration with families and educational staff.

Provide work direction to ancillary staff.

Assist in the development of student transition plans, programs, and goals.

Participate in case conferences and meetings with staff to review service plans.

Act as a resource to other staff members regarding service plans, student and client information.

Perform and utilize diagnostic and assessment methods in children's services.

Provide continuous student evaluation consistent with established teacher, school and district objectives, goals and policy. Provide continuous family support evaluation consistent with departmental/program objectives.

Input and access data using a computer. Maintain accurate records as required by law, board policy, and administrative regulations and the department.

Develop and implement training opportunities for parents and educational staff. Participate in and/or lead staff conferences and workshops in client evaluation and plan development.

Travel from site to site and/or perform necessary home visits to provide direct treatment, consultation, and collaboration for students and families.

Perform related duties and responsibilities as assigned.

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## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Psychological and social aspects and characteristics of children with physical disabilities, emotional and social disturbances; problems, needs and attitudes of individuals with physical disabilities, emotional, and social disturbances

Principles and methods of counseling and the accepted techniques for assessing psycho-social behavior.

Human behavior and development of students with special needs as well as adolescents with criminogenic factors.

Appropriate and available community resources.

Pertinent laws and regulations regarding health and social service programs and public and Special and/or Alternative Education; laws and regulations as they pertain to clients' legal rights; pharmacology of medications and drug treatment.

Normal growth and development of children.

Educational and developmental needs of children with specific disabilities.

Applicable treatment modalities and theory.

### **Skill and Ability to:**

Synthesize complex or diverse information.

Collect and research data; use intuition and experience to complement data; gather and analyze information skillfully

Consistently arrive at work and on time; ensure work responsibilities are covered when absent; arrive at meetings and appointments on time; identify and resolve problems in a timely manner.

Develop alternative solutions; work well with group problem solving situations; use reason even when dealing with emotional topics.

Manage difficult or emotional work-related situations.

Respond promptly to student's needs.

Meet and follow through on commitments.

Focus on resolving conflict, not blaming.

Maintain confidentiality.

Remain open to others' ideas and try new things; exhibit objectivity and openness to others' views.

**Skill and Ability to (Continued):**

Use English and Spanish to speak, read, and write fluently, clearly, informatively, and persuasively; be able to read and interpret written information.

Listen and seek clarification; participate in meetings.

Balance team and individual responsibilities; contribute to building a positive team spirit; approach others in a tactful manner; treat others with respect and consideration regardless of their status or position; lead and participate in a treatment team, including effectively coordinating and directing the work of others.

Accept responsibility for own actions.

Prioritize and plan work activities; use time efficiently; develop realistic action plans; react well under pressure; able to deal with frequent change or unexpected events.

Assess and diagnose actions and problems, and develop and implement effective and appropriate plans.

Prepare a variety of administrative and professional reports; establish and maintain a variety of case notes, client records, and other required documentation.

Communicate effectively in both oral and written form, expressing complex and technical terminology and concepts in an understandable manner.

Learn policies and procedures relevant to student/family support programs.

Establish and maintain effective working relationships with those contacted in the performance of required duties; establish and maintain effective working relationships with parents, students, staff and community agencies.

Input and access data utilizing a computer.

Adapt to changes in the work environment; manage competing demands, change approach or method to best fit the situation; display original thinking and creativity; meet challenges with resourcefulness.

Travel from work site to work site using personal vehicle.

**EDUCATION AND EXPERIENCE**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Education:**

Bachelor's Degree, Master's Degree or Doctorate with a major in Social Work, Psychology, Clinical Counseling, Psychiatric Nursing or a closely related behavioral science field.

**Experience:**

Minimum of two years experience with children with special needs and/or challenges as well as high-risk students.

**License or Certificate:**

Possession of one of the following licenses issued by the State of California: Clinical Social Worker; Marriage, Family and Child Counselor; Registered Nurse or Clinical Psychologist. If licensed in another state, incumbent must obtain the appropriate license issued by the State of California within twenty-four months from the date of employment.

Possession of a valid California driver's license.

Possession of CPR and first aid certificate.

**SPECIAL REQUIREMENTS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:*

While performing the duties of this job, the employee is regularly required to stand and to sit, use hands to finger, handle or feel; reach with hands and arms; stoop, kneel or crouch; talk and hear.

Frequently required to walk, occasionally required to sit; must frequently lift and/or move up to 25 pounds, and occasionally lift or move up to 50 pounds with assistance.

Specific vision abilities required by this job include close vision and distance vision.

**Approval Date:** July, 2003.