



Job Description

Department:	Family Preservation	Location:	Canoga Park
Job Title:	In-Home Outreach Counselor (IHOC)	Reports to:	FP Clinical Supervisor
Exempt/Non-Exempt:	Non-Exempt	Revision Date:	6/2023
Position Type:	Full-Time (40 hrs./week)	JD Approved by:	
Pay Range	\$65K - \$67K	Apply at:	Sara.p@ecda.org

Job Description

Position Summary

The Family Preservation In-Home Outreach Counselor (IHOC) will provide counseling and services to families referred to the Agency’s Family Preservation Program. The IHOC will assess clients utilizing the Family Assessment Form (FAF) and provide sessions, case coordination, linkage and advocacy and supplemental services such as parenting, child follow-up visits, and referrals for emergency housing and assistance with transportation. The IHOC will mainly see clients in their home or filed. IHOC must have excellent time management, computer, communication, and documentation/record keeping skills. IHOC must be able to handle a large work-load, work cohesively with other team members, adhere to deadlines and quality assurance reviews, and to follow the procedures and protocols of the Agency and the Department of Child and Family Services (DCFS). Attendance at Agency meetings and supervision is required. Training and supervision provided.

Role and Responsibilities

- Ensure the physical safety and well-being of the children in the Family Preservation Program.
- Provide in-home, field and office-based clinical and case management services.
- Collaborate with other professionals, liaisons and resources on cases including DCFS, Probation, and mental health providers.
- Document and communicate clients’ progress, strengths and needs in a timely and accurate manner through all necessary reports.
- Attend and participate in MCPS’s (Multidisciplinary Case Planning Conference) and coordinate client’s attendance.
- Provide client linkage to needed resources/services and follow up to ensure successful outcome of identified needs.
- Complete all documentation for program evaluation and outcome measures.
- Staff must believe in and act in accordance with Agency’s and the program’s mission statements.
- Attend DCFS Team Decision meetings as requested.
- Evening and weekend hours may be required.
- One year or more of mental health experience, working with child and family clients, is required.
- Must manage time and cases effectively and turn in paperwork by deadlines and/or according to Supervisor’s directives.
- Must be culturally competent and sensitive.
- Must be able to collaborate with Agency staff, other organizations, or contacts; attend regular meetings and to present to the public.
- Adhere to legal, ethical, and professional practice standards including consulting with a supervisor before making a child abuse report, communicating with an attorney, or acting in any situation involving clinical, legal, or ethical decisions.
- This position is required to learn and comply with Agency & DCFS policies, procedures and ethical standards, HIPAA laws and guidelines, and the Professional Code of Ethics of the BBSE of the State of California.
- In accordance with our “team” philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description.



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Qualifications and Education Requirements

- Will consider bachelor’s degree depending on experience.
- Must have a minimum of one-year case management experience working directly with families.
- Knowledge of child abuse/neglect prevention.
- Home visitation experience desired.
- All employees/contractors, regardless of position, serve as role models for all clients who are served by our agency. Therefore, each employee/contractor must be emotionally stable and able to function effectively with all clients who may have mental or behavioral health problems. The staff must be able to demonstrate appropriate daily behavior, expression of emotions, as well as role modeling. Hostility, aggression or unnecessary or inappropriate physical actions as well as inappropriate emotional
- Bilingual (English/Spanish) with excellent oral and written communication skills.
- Must have excellent verbal and written communication skills.
- Must clear HIPAA certification, Department of Justice, and TB clearance.
- Strong computer literate including Microsoft Word, Excel, Access, Adobe PDF, Outlook, Google Drive and Internet.
- Must have valid California driver’s license, use own vehicle and be responsible for all liability on vehicle.

Preferred Skills

- Master’s Level Preferred.

Comment

Candidates must be able to work effectively with their team and Manager, demonstrate adaptability, and can accomplish program goals and objectives. Candidates should demonstrate empathy, courtesy, interest, and a willingness to adhere to safety rules, as well as computer, email, Internet, and dress code policies. Must have valid California driver’s license and use of personal vehicle that has liability car insurance. Candidates will receive their required BBS supervisory ratio for client services provided.

The benefits of joining the ECDA team include health insurance, vision, dental, long-term disability, AD&D, life insurance, vacation, sick leave, paid holidays, jury duty, bereavement, and 401K matching.

El Centro de Amistad provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, El Centro de Amistad complies with applicable state and local laws governing nondiscrimination in employment at every company location. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Acknowledgment

By signing below, I acknowledge that I have read and understand the position description for this position, including the working conditions listed below. I feel I am qualified to perform the position duties as described, including the physical and mental requirements as outlined.

By signing below, I feel I am qualified to perform the position duties as described with the following reasonable accommodations:

Employee Name:		Date:	
Employee Signature:			



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Physical Demands:			
	FREQUENTLY	OCCASIONALLY	SELDOM
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carrying	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine Finger Movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Demands:			
Outside:	Ability to spend 20% of work time outside		
Inside:	Ability to spend 80% of work time indoors		
Noise:	Ability to withstand moderate to high noise levels, including voice levels 90% of time		
Heat:	NA		
Cold:	NA		
Electric Equipment:	Ability to operate office equipment, computer, copier, and cellphones		
Work with Others:	100% of time spent working and interacting with team and other departments		
Reading	Ability to read at a college level		
Writing	Ability to write at a college level		

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by staff members assigned to this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of the staff member assigned to this job.

To apply or any questions, please email Program Director, Sara Pineda at sara.p@ecda.org