



## Job Description

**Position:** HBS Family Consultant

**Classification:** Non-Exempt, Full-or Part-Time, Hourly

**Reports To:** HBS Regional Coordinator

### **General Statement of Responsibility**

Assess clients assigned for services to determine appropriate treatment plan; teach and assist client in applying effective life skills; document all contacts with clients and produce all required reports in a timely fashion; participate in organizational

### **Responsibilities**

- Meet with clients on a regular, consistent basis, not less than one time monthly. The frequency of visits is determined by level of care needed on a case by case basis and/or by the referral source.
- Engage and assist the client's participation in the treatment planning process.
- Coordinate and case manage appropriate educational, vocational, recreational, and other services, as needed.
- Provide ongoing support for clients, including emergency and crisis consultation on a 24-hour basis.
- Completion of clear, accurate documentation of 1) all contacts with clients, 2) monthly reports, 3) court reports, and 4) treatment plans.
- Demonstrate respect and cultural sensitivity to all clients and to all referral sources.
- Maintain strict confidentiality at all times to protect clients' privacy.
- Comply with required in-service / continuing education hours as outlined in policy manual.
- Attain / maintain CPR and First Aid certifications.
- Services will be provided Effectively, Efficiently, and with Evidence provided for each case. (See "Performance Benchmarks" attached).

### Examples of Tasks

- Assist clients in finding and maintaining employment, if needed.
- Accompany and support clients for court appearances.
- Provide transportation for clients, as needed or necessary to meet treatment goals.
- Report to referral source / supervisor significant information regarding any unusual incidents occurring within area of responsibility.
- Attend all mandatory in-services / meetings and two additional approved in-services each year.
- Coordinate services for clients and link them to appropriate community resources.
- Assist clients in building skills such as parenting techniques, appropriate discipline, communication, problem-solving, conflict resolution, self-sufficiency, personal responsibility, and responsible thinking.

### Qualifications

- Bachelor's Degree in Social Work or similar field

**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.