

Job Title	Family Counselor
Employer/ Agency	Memorial Assistance Ministries
Job Description	<p>Position Summary: Responsible for providing a range of clinically-appropriate mental health treatment services to adults, children, families, couples, and groups. Collects, records, and reports to MAM – and others as required – demographic data on clients and develops and writes treatment plans, progress notes and diagnostic summaries. Collaborates with other programs of MAM, clinicians and/or refers clients to other programs or clinicians to ensure client needs are met.</p> <p>Position Responsibilities:</p> <ol style="list-style-type: none"> 1. To provide a variety of treatment services including individual (adult and child/adolescent), group, family and marital therapy. 2. To provide clinical services such as intake assessment/diagnostic evaluations, termination, case evaluations and crisis intervention. 3. To serve as a liaison to other agencies as required. 4. Drafts ethical practice standards for the program. 5. Educates the community on a variety of mental health issues, as appropriate; drafts curricula, facilitates workshops and other events, creates informational print and electronic materials. 6. Participates in regularly scheduled administrative supervision. 7. Maintains clinical records in accordance with MAM’s policies and procedures, HIPAA, and other laws and regulations currently in effect. 8. Complies with clinical productivity standards as established by MAM. 9. Conducts community outreach and marketing. 10. Participates in staff meetings and those of external partners as assigned. 11. Participates in professional development activities. <p>Position Duties Include:</p> <ol style="list-style-type: none"> 1. Ask questions that will help clients identify their feelings and behaviors. 2. Collect information about clients using techniques such as evidenced-based or evidence-informed testing/assessment, interviewing, discussion and observation. 3. Confer with clients in order to develop plans for treatment and post-treatment activities. 4. Develop and implement individualized treatment plans. 5. Formulate realistic short-and long term treatment goals; undertakes interventions that reflect basic knowledge of time-limited and crisis intervention therapies. 6. Determine whether clients should be counseled or referred to other specialists in such fields as medicine, psychiatry and legal aid. 7. Encourage individuals and family members to develop and use effective skills and strategies for confronting their problems in a constructive manner. 8. Maintain case files that include activities, progress notes, evaluations and recommendations. 9. Confer with other counselors (or other mental health professionals) in order to analyze individual cases and to coordinate counseling services.

	10. Collect, interpret, and disseminate data for the evaluation of the effectiveness of the counseling program. Follow up on results of counseling programs and clients' adjustments in order to determine effectiveness of programs.
Qualifications	<ul style="list-style-type: none"> • Master's degree in Education, Social Work or Counseling with at least 3 years relevant clinical work experience. • Current licensure as a Licensed Professional Counselor (LPC) or Licensed Clinical Social Worker (LCSW). • Demonstrated ability to work with people from all walks of life and treat them with dignity and respect, to listen empathetically and to persuasively suggest corrective courses of action; • Significant knowledge of resources, organizations, programs and family-serving systems in Houston and Texas. • English fluency (read, write, speak and understand). • Spanish fluency (read, write, speak and understand). • Excellent organizational skills with ability to prioritize tasks needed to succeed in an environment with minimal support staff. • Intermediate skill and experience using Microsoft Office, email, Internet, etc. • Commitment to the MAM mission* <p><i>* Our mission is to assure that families have the means to meet their basic needs. See our website, www.helperehelpnow.org for more information about our programs and organizational background, plus the full job posting for this position.</i></p>
Salary/Hours	Full-time, exempt, salary based on skills and experience.
Employer/Agency	Memorial Assistance Ministries
Address	1625 Blalock Road
City, State, Zip	Houston, TX 77080
Contact Person	Matthew Cox
Contact Title	Director of Family Education Programs
Telephone Number	713-468-4516 x176
Email Address	mcox@maministries.org
Application Method	Email – must send cover letter, resume, three professional references and salary requirements. Incomplete applications will not be considered.
Opening Date	8/27/15

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.