

The Montgomery Area Family Violence Program, Inc.
dba Family Sunshine Center

Position Title:	Residential Counseling Coordinator
Reports to:	Director of Residential Programs
Status:	Full-Time, Exempt
Work Site:	FSC Shelter
Summary:	The Residential Counseling Coordinator is responsible for providing counseling and coordinating Mental Health and Substance Abuse assessments and resources for victim/survivors of domestic violence, sexual assault, and/or human trafficking in FSC's residential programs.

Responsibilities

1. Conduct intake assessments for victim/survivors admitted to residential programs who present with mental health/substance abuse concerns;
2. Assess client needs and make appropriate mental health, and substance abuse referrals;
3. Establish a course of action by exploring options and assisting clients to establish treatment goals for follow up and stabilization regarding mental health and substance abuse treatment;
4. Support and closely coordinate mental health and substance abuse care with victim/survivors, staff, and partnering agencies and or resources;
5. Maintain case records by documenting client activity and actions and submit monthly statistics in adherence to agency policies and procedures and applicable laws/regulatory agencies;
6. Maintain client confidentiality and protect operations by keeping information secure;
7. Deescalate crisis / stressful situations by providing unconditional acceptance, active listening, coping mechanism and tools to clients at intake and during their stay in residential programs;
8. Provide education about common mental and substance abuse disorders, and available treatment options to residential staff and victim/survivors;
9. Conduct regularly scheduled (weekly or bi-weekly) caseload consultation with the residential team and communicate resulting treatment recommendations to the Director of Residential Programs;
10. Facilitate group-counseling sessions and educational seminars for clients;
11. Answer crisis calls for Emergency Shelter, as available, and complete crisis assessment for admittance into the shelter program. Provide advocacy, liaison, and referral services for all callers as appropriate;
12. Submit complete and accurate client data, statistical reports, and evaluations, on a timely basis, and comply with other reporting requirements as required by agency policies and procedures
13. Attend staff meetings, in-service program/trainings, and case review as required by the Director of Residential Programs on a regular basis;
14. Other tasks as assigned by the Director of Residential Programs.

Qualifications

- Licensed mental health professional with 5 years of mental health experience
- Substance abuse experience preferred

Knowledge, Skills and Abilities

- Ability to maintain poise and self-control in crisis situations
- Ability to communicate with and be sensitive to the needs of people of various backgrounds
- Ability to demonstrate trauma-informed best practices
- Demonstrated ability to collaborate effectively in a team setting
- Ability to effectively engage clients in a therapeutic relationship both in-person and virtually;
- Knowledge of brief, structured counseling techniques (e.g., Motivational Interviewing, Behavioral Activation)
- Experience with screening and assessment for common mental / substance use disorders
- Working knowledge of differential diagnosis of common mental / substance use disorders
- Working knowledge of evidence-based psychosocial treatments for common mental disorders
- Basic knowledge of psychopharmacology for common mental disorders
- Knowledge of current social and economic problems and the way these problems affect families and individuals
- Ability to focus and prioritize multiple projects simultaneously and meet deadlines
- Ability to develop and maintain effective working relationships with other agencies and to be cooperative in managing referrals
- Makes good use of time and acts professionally and responsibly in all work areas
- Exhibits strong verbal and written communication skills
- Strong computer skills in current Microsoft 365 applications

Travel Requirements:

- Ability to travel to regional and national conferences as needed
- Reliable car and valid Alabama driver's license and automobile insurance required

I have received, reviewed, and fully understand the job description for Residential Counseling Coordinator. I further understand that I am responsible for the satisfactory execution of the responsibilities described therein, under any and all conditions as described.

Employee Name

Date

Employee Signature