



Vista Maria Position Description

Title: Counselor – Continuing Care

Reports to: Program Manager – Journey To Success (JTS)

Summary of Duties: In accordance with the Agency’s Mission Statement, Code of Ethics, policy and procedures, State of MI licensing, contracts, and COA standards, the **Counselor – Continuing Care** is responsible for providing counseling and problem resolution support services to Vista Maria clients (post Residential; Vista Academy; Community) and their families to ensure treatment progress made in-program is not lost upon return to the community and provide early intervention to Village of Hope students as needed.

Primary Duties/Responsibilities:

- Plans and organizes work to meet all job requirements according to Agency and COA standards, licensing, and funding requirements.
- Provides face-to-face transitional services, coaching and support in the community to post-discharge, clients and their families with emphasis on the TIP domain of Personal Effectiveness and Well-being.
- Works with the client’s Residential Therapist 30-60 days pre-discharge to plan for the client’s transition to a Community-based Counselor.
- Develops with youth, in collaboration with the Community Caseworker, a transition plan for the domain of Personal Well-being.
- Provides guidance to youth in recruiting supportive persons to help with transition to adulthood.
- Conducts ongoing assessment via TIP’s Strength Discovery and Needs Assessment approach.
- Provides face-to-face in-home services for continuous quality of care (i.e. visits with family or key supportive persons).
- Implements and monitors quality individual, group, and/or family counseling to resolve problems and ensure sustained positive outcomes.
- Works in collaboration with Vista Maria staff and community agencies to provide referrals, resources, and related services to clients once in their home.
- Serves as liaison and client advocate with community-based programs and systems of care.
- Maintains a flexible work schedule that provides accessibility that supports the needs of the community based environment.

- Communicates clear and timely information regarding referrals and follow-up processes and procedures related to assigned clients.
- Implements and monitors continuous quality improvement methods including performing as an agent to execute a positive and proactive change where appropriate.
- Regularly prepares for and participates in supervision/unit/team and all other agency meetings as required. Completes all required paperwork, (e.g., case records, reports/assessments, and service activities) thoroughly and in a timely manner.
- Participates in continuous quality improvement efforts.
- Demonstrates personal integrity and professional demeanor in accordance with the ethics of the agency and profession.
- Stays informed of current practice developments within the profession, and uses educational and training opportunities to ensure continual professional competence.

Qualifications Required:

- Masters degree in Social Work or related Human Services degree from an accredited school with a minimum of 8 years community based program services delivery experience.
- Knowledge of mental health and substance abuse issues, treatment concepts and experiences in their implementation with children and/or families.
- Proven ability to work independently in the community.
- Superb listening and problem/conflict resolution skills.
- State of Michigan license as required by contract or licensing.
- Ability to successfully pass medical and physical stamina examination in accordance with licensing and/or contract requirements.
- Demonstrated ability to interact positively in a culturally diverse environment.
- Demonstrated proficiency in basic computer knowledge.
- Demonstrated effective people and organizational skills.
- Demonstrated effective verbal and written communication skills.
- Valid MI drivers license without relevant restrictions.

Physical Requirements:

- Ability to be flexible with the working conditions indoors or in outdoor weather conditions; and
- Ability to meet the physical demands of working in the community and in the homes of clients.

FLSA – Fair Labor Standards Act Code: Exempt

Human Resources Director

Date

ELT Member

Date