

STARRY, INC.
Position Description
COUNSELOR III (FULL-TIME)

POSITION ASSIGNMENT

Position Title: Counselor III
Company: STARRY
Status: Exempt, Full-Time
Reports to: Team Supervisor

STARRY Vision: We envision a Texas where every child has a healthy, forever family.

STARRY Mission: We nurture children, strengthen families, and restore hope through counseling, fatherhood and family preservation services.

STARRY Core Values

S Service	World-class service is our passion.
T Together	We are stronger together.
A Access	Everyone is welcome here.
R Responsibility	Shared ownership produces successful outcomes
R Relationships	Healing happens when people feel safe, secure and loved.
Y You	Our clients, community, stakeholders and staff are our priority.

POSITION SUMMARY

The Counselor III will work with families in the community meeting FAYS or Universal Prevention eligibility: (1) 0-17 years of age; (2) Runaway youth (either currently or threatening); (3) Truant youth; (4) Abused children (experiencing abuse, insufficient for CPS case); (5) At-risk youth for other behavioral problems; (6) Youth involved in deferred prosecution with juvenile probation; (7) Youth placed in residential care for family conflict to reunify family. They will also provide supervision to a minimum of 2 graduate interns per semester

KEY RESPONSIBILITIES

SKILL BASED COMPETENCIES

Provide leadership for the following:

- Obtain initial psychosocial assessment information and incorporate into client's plan of service
- Develop an individualized treatment plan of service for each client and update every 30 days in relation to client's progress and current needs
- Provide ongoing assessment to determine client needs and screen for relevant diagnosis
- Provide individual and family counseling as deemed necessary by the treatment plan of service
- Complete accurate case notes within 48 hours of providing service to clients
- Work at minimum, two evenings per week in order to meet the needs of working clients
- Maintain a caseload of clients receiving weekly and/or biweekly services (as assigned by supervisor)
- Participate in on-call phone rotation, providing phone and in-person crisis services as needed
- Provide in-person crisis intervention services as needed while on-call, serving as a back-up for on call, or in the office (on rotation)

- Utilize evidence-based and promising practices in service delivery
- Facilitate parenting and youth skills groups
- Reach underserved populations within STARRY's counties
- Meet service goals of 12 weekly sessions, (unless otherwise specified by supervisor)
- Provide supervision to a minimum of 2 interns per semester
- Advocate for youth and family as needed within school districts and community service agencies
- Serve as a resource to the child and his/her family to achieve plan of service goals
- Maintain necessary documentation of clinical services that meet professional standards and contract compliance
- Complete all required trainings, including but not limited to HIPAA, Crisis Intervention, Cultural Humility, TBRI and other Evidence-Based Curriculum
- Inform community of STARRY Program and provide Universal Child Abuse Prevention trainings for the community as needed
- Attend meetings within and outside the agency related to programmatic and client issues
- Read reports generated by other service providers and engage in correspondence with them as necessary
- Complete their own monthly statistical sheets with outcome measures, while also monitoring those of their interns
- Computer skills to organize materials, narratives, correspondence, etc.
- Travel to satellite locations, as needed
- Maintain accurate mileage records
- Maintain confidentiality of clients
- Use ethical decision-making and seek guidance and supervision, as needed
- Transport children, as necessary, to counseling sessions, groups and shelter
- Utilize healthy coping skills to reduce secondary trauma
- Mentor licensed interns
- Assist with leadership responsibilities and reports as assigned by Team Supervisor
- Provide leadership in the absence of the Team Supervisor
- Assist with training and orientation of new staff and interns
- Paperwork gatekeeping with CQI, paperwork boot camps and file checks
- Work with STARRY Directors for guidance, as needed
- Works independently, displaying creativity and initiative in everyday duties, and submits ideas and suggestions to enhance overall operations and the position itself.
- Provides leadership and works in partnership with other team members and key staff.
- Able to Connect, Empower, and Correct utilizing TBRI Principals when supervising graduate interns Demonstrated ability to balance structure and nurture in professional relationships
- Must possess good written, verbal, social media, and electronic communication skills

KEY REQUIREMENTS

QUALIFICATIONS

- Education: Master's degree in counseling or related field and fully licensed status as a counselor (LPC, LMFT, or LCSW)
- Experience: Four years experience applicable to the position responsibilities.
- Approved criminal background report. Able to satisfy all applicable requirements and DFPS standard requirements
- Good problem solving and decision-making skills

- Capable of maintaining a flexible work schedule
- Must be self-motivated with good organization and time management skills
- Commitment to Trauma-Informed Care
- Must possess good written, verbal, social media, and electronic communication skills
- Able to organize, file, and retrieve information
- Flexible and adaptable, able to make changes as needed to meet expectations
- Very strong attention to detail
- Able to operate office machines (e.g. copy, telephone, transcriber, fax)
- Must be computer literate with ability to maintain records electronically
- Strong commitment to the mission and vision of STARRY
- Other: Reliable transportation

PHYSICAL REQUIREMENTS

- Normal office work

WORKS COOPERATIVELY WITH:

(1) Assigned Interns (2) Client Services Specialists; (3) Team Supervisors; (4) Program Staff

ACCOUNTABILITIES

- Reports to their Team Supervisor and collaborates with their intern's team supervisor if they are located in a different office.

I understand that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this position. This document does not create an employment contract, nor does it modify the at-will employment status of all employees. I have reviewed the job description for the position of Counselor III for STARRY and can perform the essential functions required. I have received a copy for my records.

Received by: _____
Signature

Date

Print Name