

INSTITUTE FOR HUMAN RESOURCES

Job Title: SASS/Outreach Counselor

Supervised by: Assistant Clinical Director

Employment Status: Employment Status: Full Time, Non-Exempt

Hours: Scheduled to work 37.5 hours and up to 40 hours per week at IHR with possible evenings. Available for clinical consultation at all times.

Qualifications:

EDUCATION: Minimum bachelor's degree in a social science or master's degree in a social science field with eligibility for clinical license.

SKILLS:

- Ability to develop a therapeutic relationship with clients and family.
- Teamwork and coordination skills
- Ability to evaluate client's clinical level of need and direct the appropriate level of intervention.
- Must be sensitive to cultural diversity.
- Must be familiar with psychotropic medications and their side effects and/or show an interest and willingness to learn.
- Ability to maintain professional relationships and coordinate with all referral sources.
- Proficient in Windows 10, ability to learn and navigate various computer systems required to work within.
- Be organized, detail oriented, and thorough.
- Ability to connect with other providers, resources, and community members.
- Must be able to train staff on SASS Procedures including IM-CAT and IM-CANS.

OTHER:

- Must have access to a phone; must own a dependable vehicle which is insured; must possess a valid Illinois driver's license.

A. CLINICAL RESPONSIBILITIES

- Provide outreach therapy for individuals, families, and groups, being sensitive to the diverse needs of human beings.
- Responsible for being on-call on a rotating basis with other professional staff for crisis services.
- Provide or refer individual, family, or group counseling as deemed most effective for the child.
- Provide services within the school system/home/or other community agencies.
- Willing to provide clinical consultation to any staff at any time on an as needed basis.
- Consult with various community agencies on behalf of clients as needed.
- Maintain relationships with DMH/DCFS/HFS SASS state providers to stay up to date on requirements of programs.
- Maintain knowledge of SASS material and resources available.
- Maintain client records in accordance with Illinois regulators, CARF standards, SASS program standards, 708, and IHR standards.
- Contact notes for all billable services need to be entered and completed within one week from the time of service.
- All billable services will be entered into the system at the end of each working day.
- Assessments following the initial screening need to be completed within 30 days.
- Treatment Plans will be completed prior to ongoing treatment.
- Each billable service will have a separate contact note.
- Referrals to the Psychiatrist will be completed and submitted prior to evaluation.
- Initial contact is to take place within 48 hours after a screening.

B. SAFETY

- 1) Will work to ensure the safety of staff and clients.
- 2) Will cooperate with the Safety Committee in insuring a safe environment for staff and

clients at IHR.

- 3) Will document any unusual incidents and forward to the attention of the Executive Director.

C. TRAINING

- 1) Will provide training to interns and to other staff on an individual and group basis.
- 2) Will share information from conferences attended at all staff meetings.
- 3) Will keep current in continuing education requirements of the profession and position.
- 4) Offer training to community groups as requested.

D. OTHER RESPONSIBILITIES

- 1) Maintain productivity specific to the SASS program.
75 Billable Hours per Month
- 2) Must attend assigned agency meetings.
- 3) Provide necessary reports to funders.
- 4) Follow Policies and Procedures per IHR.
- 5) Support Agency Goals and Values.
- 6) Other duties as assigned.

I have received and been provided the opportunity to discuss this job description. I have received a copy of this job description. I understand my signature on this job description does not constitute a contract with the Institute for Human Resources.

Signature

Date

Assistant Clinical Director

Date