



Boys & Girls Clubs of Garden Grove, Inc.
10540 Chapman Avenue
Garden Grove, CA 92840

TRUANCY PREVENTION & PARENT EMPOWERMENT – LEAD COUNSELOR

BGCGG provides hope and opportunity through school age, family strengthening, and community outreach programs, offering over 60 program locations that serve over 6,000 children daily and 10,000 families annually. BGCGG's mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. Our vision is to ensure that the children and youth who attend our programs become competent adults, caring parents, and responsible citizens.

Class: Non-Exempt
Hourly Rate: \$16/hour
Hours: Must be available 8:00am – 4:30pm MWHF and 10:00am – 7:00pm T, occasional evening and weekend hours
Location: Truancy Prevention Program and various county locations
Contact: Human Resources, 714-530-0430

Primary Function: Provides mental health assessment, individual, group and family treatment and parent education. Provides comprehensive mental health services, case management and other related support services to eligible at-risk students, parents, and families. Responsible for meeting weekly productivity expectations and maintaining accurate and up to date case records of all services rendered in accordance with state and county regulations, while maintaining an active caseload.

Prepares Youth for Success

- Supports programs, activities and services that prepare youth and families for success by incorporating the organization's mission
- Contributes to identifying and implementing strategies for quality improvement of BGC-CHS programs
- Creates an environment that promotes the physical, social and emotional well-being of youth and their families through providing parent support towards improving child's functioning and ensuring psychiatric services are coordinated and accessed in a timely manner

Health & Safety

- Ensures the Counseling locations used meet health and safety standards and ensure the safety of all members
- Takes actions to prevent accidents and respond to injury and signs of illness

Program Development & Implementation

- Effectively supports the planning, development and implementation of truancy prevention and parent empowerment programs and services
- Adheres to proper documentation procedures and processes according to County and Behavioral Board of Science standards
- Effectively monitors and evaluates programs, services and activities through completing weekly client services log and direct services hour logs and submitting to supervisor and application County departments

Self-Development

- Ensures a productive work environment by working as a member of a team, contributing to team meetings, and providing feedback to support decision-making
- Continuously manages own time and resources
- Continuously develops own knowledge and skills in each of the various Community Health programs in order to diversify skills
- Continuously develops own knowledge and skills in each of the various Boys & Girls Clubs of Garden Grove's programs in order to diversify skills and integrates self into the community and organization as a whole

Technology

- Effectively uses Microsoft Office programs, electronic scheduling and database software
- Completes daily process notes for each client in case load within 24 hours and keep client information up to date
- Documents all services rendered including phone contact, completed services, referrals, etc. in database/case notes

Partnership Development

- Builds partnerships with parents, families, other BGCGG program staff and community partners
- Attends weekly Quality Review Committee meetings, clinical supervision sessions, staff meetings and Conferences and trainings as required

Marketing & Public Relations

- Increases the visibility of BGC-CHS programs, services and activities through networking opportunities, outreach and community partnerships
- Shares event announcements, program updates and distribute program flyers at events, meetings and when communicating with the community and BGCGG
- Promotes and assists with BGCGG organizational events in addition to supporting organizational fundraising efforts



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Communication

- Maintains close, daily contact with staff members and supervisors to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel
- Exceptionally strong verbal and writing skills; must be able to communicate needs and concerns clearly and document services and correspondence in a clear and concise manner in accordance with program standards
- Maintains contact regularly with external community groups, schools, social workers, clients, BGC-CHS partners and others to promote and ensure family information and referral services are successful

Qualifications

- Masters of Social Work and one year clinical experience required
- Two years experience working with children/adolescents and families experiencing distress
- Bilingual capabilities required (Spanish)
- Must be available to attend a minimum of 2 hours/week clinical supervision based on a consistent schedule for the entire school year
- Reliable transportation, safe driving record, CA driver license, at least 2 years of driving experience and automobile insurance

Knowledge, Skills & Abilities

- Ability to work within administrative and process parameters as required.
- Demonstrated experience in case management and knowledge in case management philosophy and function
- Ability to work with diverse populations in a culturally competent manner
- Ability to be resourceful and possess a knowledge of community based mental health services
- Strong organizational skills with attention to detail, ability to follow-up and manage demanding caseload
- Ability to prioritize and complete multiple tasks within expected deadlines
- Strong communication skills; both written and verbal, and ability to provide feedback regularly
- Excellent documentation skills with demonstrated ability to write clearly, concisely and descriptively
- Ability to remain objective in crisis situations and maintain healthy boundaries
- Must work cooperatively and positively in a team approach with staff and management personnel
- Ability to work productively with minimum supervision and to take initiative on projects
- Knowledge of HIPAA and confidentiality regulations
- Ability to follow organizational procedures and policies
- Skills working one-on-one with youth and adults
- Proficiency in using a variety of computer software applications, specifically, Excel, Word, Publisher and Outlook
- Ability to speak in front of large and small groups
- Networking skills and ability to establish collaborative relationships
- Knowledge of administrative and clerical procedures and systems such as managing files and records, following up on phone calls, receiving and documenting payments, completing reports, and tracking data
- Must have sound judgment regarding safety; ability to adapt and be flexible; ability to uphold the organization’s mission and values
- Must be confident and adept at conflict resolution strategies; demonstrated experience in ethical standards of reporting
- Written and verbal communication skills; a clear understanding of ethical and legal obligations under BBS

Requirements

- Position may require standing/sitting for extended periods of time, dexterity of hands and fingers to operate office equipment, reaching overhead, above the shoulders and horizontally, bending at the waist; seeing to review and analyze reports, documents or other reports; hearing and speaking to communicate and provide information to others; speaking to be heard before groups of people; position may require to lift, carry, pull or otherwise move objects between 10-20 pounds

BGCGG is an equal employment opportunity employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, gender expression, gender identity, marital status, or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities. I acknowledge that employment with BGCGG is based on the mutual consent that either I or BGCGG can terminate employment at-will with or without cause at any time. I understand and am capable of performing in a reasonable manner, with or without a reasonable accommodation, the duties and responsibilities described above.

 Printed Name

 Signature

 Date



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Application Instructions:

To apply for this position, complete the employment application (<http://bgcgg.org/files/EmploymentApplicationForm2014.pdf>) and email to hire@bgcgg.org or mail/drop-off at BCGG Administrative Offices, 10540 Chapman Avenue, Garden Grove, CA 92840 along with a copy of your resume. Please contact Rochelle Kostiuik at (714) 497-9122 or rkostiuk@bgcgg.org with any questions.