

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age, or Disability in Employment or the Provision of Services.

We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of employment

Date:	10/20/2016	Department:	Children’s Advocacy Center
Title/(Status)/Job Code:	Children’s Advocacy Center Counselor (1076)	Reports To:	CAC/Human Services Manager
Pay Grade/Salary Range:	PG-111 (\$18.58/hr -\$28.79/hr)	Closing Date:	Until Filled

 Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o’clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

GENERAL DESCRIPTION:

To advocate on the Multi-Disciplinary Team for the child victim and non-offending caregivers: to provide on-going support to families who have experienced trauma related to child abuse and /or neglect: to provide crisis intervention services as needed: to provide mental health and group counseling services to families who become clients of the CAC or as referred by the MDT process.

ESSENTIAL JOB FUNCTIONS:

- Coordination with federal, state, county, and community-based agencies related to criminal investigations and/or child abuse investigation.
- Provide advocacy to children or non-offending caregivers while involved with the Children’s Advocacy Center or any of its affiliated partners.
- Provide crisis intervention services, including assessments and short-term stabilization.
- Responds productively to change and preform all other related tasks as required and as directed.
- This is a Disaster Essential position.

KNOWLEDGE, SKILLS AND ABILITIES:

- Licensed Mental Health Counselor in the State of Florida.
- Understanding of confidentiality of records and health information.
- Ability to work flexible hours when required.
- Ability to observe and report accurate functioning of individuals and families.

ENVIRONMENTAL CONDITIONS:

- Office environment. Occasional home visits may be required.

MINIMUM QUALIFICATIONS:

1. **EDUCATION AND EXPERIENCE:**

- Knowledge of child welfare system/agencies/legislation in the State of Florida, and two years of experience counseling children. Preferred child welfare certification and case management experience

2. **LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

- Must possess a valid Florida Driver's License while employed.
- Licensed Mental Health Counselor in the State of Florida.