

**The Crisis Center Inc.**, an equal opportunity employer, is now recruiting qualified applicants who enjoy working with youth ages 10-18, and who are willing to participate in daily youth activities for the following position(s):

**Title: Counseling Services Staff (Two classifications available – see “Classifications” line):**

- ✓ Program: Alternative House ([about](#))
- ✓ Classification: Part-time (hours may vary according to client census). (Alternative House is a 24-hour shelter)
- ✓ Additional classification: Contractual Masters Level Counselors from an accredited university. Licensed preferred. Preparing for license is acceptable. Fee for Service. Counselor will need to be available for morning appointments
- ✓ Benefits: No benefits offered.
- ✓ Experience required: minimum bachelors degree, or minimum (5) years of direct work with youth. Valid Indiana Driver's license
- ✓ Skill requirements: Keyboarding, use of PC
- ✓ Required background check(s), certifications, and other requirements (all checks and certifications paid-for by Crisis Center, Inc.):

**Position Description:**

EFFECTIVENESS STANDARDS for Individual, group and family counseling

A. Planning and Implementation

1. Prepare assessment and treatment plan
2. Prepare each session individually or as a team
3. Provide a summary of each session promptly
4. Maintain documentation of contacts with client (s)
5. Attend case staffing, conferences, court or consultations as needed or requested

B. Client Assistance

1. Provide client with their rights and responsibilities
2. Assist the client to recognize therapeutic insights
3. Aid the client in the development and implementation of a positive plan of action
4. Advocate for the client as appropriate, provide case management if necessary
5. Face to face interaction with client 2-3 times per week or more if necessary to work on treatment plan goals and objectives

**Qualifications:**

- ✓ Must hold an active license by the state of Indiana to perform therapy.
- ✓ Must have a Master's Degree in social work, psychology, or counseling from a nationally accredited college or university
- ✓ Must have a minimum of 3 years' experience in providing group, individual, and family counseling/therapy, conducting assessments, creating individualized treatment plans
- ✓ One or more year's clinical experience with an emphasis in treatment of children, adolescents and families desired
- ✓ Effective verbal and written communication skills
- ✓ Demonstrated ability to work both independently and a part of a high functioning team
- ✓ Ability to work in a multi-disciplinary setting
- ✓ Experience and/or demonstrable training in trauma-informed, evidence-based models
- ✓ Must be competent in Microsoft Office

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**Title: Counseling Services Staff (CONTINUED):**

**Pre-employment checks:**

- ✓ University and degree verification (candidate must provide copy of degree).
- ✓ Complete driving record
- ✓ Sex & Violent offender registry
- ✓ County arrest record
- ✓ Indiana State Police arrest record
- ✓ F.B. I fingerprint check
- ✓ Child Protective Services substantiation check for child abuse/neglect
- ✓ Comprehensive job application

**At-hire checks:**

- ✓ 32 hours of new employee training
- ✓ Complete drug test (periodic drug tests continue after hire, at-random)
- ✓ Keyboarding Assessment (typing test)
- ✓ Medical physical examination
- ✓ First Aid/AED/CPR certification
- ✓ Food Handlers Card
- ✓ Start date: Ongoing
- ✓ Candidates must be flexible/able to work a variety of shifts on various days.
- ✓ Weekly schedules released monthly
- ✓ Uniform: Residential staff is subject to a dress code and work uniform (provided by Crisis Center, Inc at no charge). Employees must wear employee I.D. Employees are responsible for using time card.
- ✓ Compensation: Detailed upon hire

**How To Apply:** Submit resume via E-Mail (PDF format) to [apply@crisiscentersb.org](mailto:apply@crisiscentersb.org) **Include position title and classification in the subject line.** Candidates selected for an interview will be contacted. Thank you for applying.