

**THE NEXT DOOR, INC.
POSITION OPENING**

**COUNSELOR/CASE MANAGER (Full Time)
TREATMENT SERVICES PROGRAM**

QUALIFICATIONS: Requires Bachelor's Degree and two years experience delivering counseling and case management to adolescents and their families. Master's Degree in Human Services preferred. Must pass criminal background check and driver record check.

RESPONSIBILITIES: Counselor/Case Manager will:

- Participate in intake and placement of new clients in assigned proctor/foster home.
- Serve as primary link to proctor/foster parents, biological parents and agency caseworkers (i.e. OYA, DHS/SCF, juvenile probation, etc).
- Coordinate services/activities/transportation/aftercare, etc., and communicate client progress/problems to parties concerned as listed above.
- Provide counseling services: individual, group, and family counseling, with both foster and biological families on a weekly basis.
- Provide documentation and formulation of Initial Service Plans, Assessment and Evaluation, Master Service Plans, 90-Day Progress, Progress Notes, Discharge Summaries, and Aftercare Summaries.
- Participate in the 90-day progress and utilization reviews when possible.
- Participate in psychiatric consultation and training.
- Conduct service-based activities within the day treatment program: small and large group counseling, individual counseling, etc.
- Teach skills classes as needed.
- Provide oversight for all aspects of the Service Plan and applicable treatment.

OTHER DUTIES AND EXPECTATIONS: Counselor/Case Manager will:

- Be familiar with a follow program policy, schedules, program rules and emergency procedures.
- Model positive professional interactions with clients and staff.
- Maintain clear professional boundaries.
- Utilize in-house communication systems.
- Attend and participate in weekly case management and staff meetings, individual supervision, training and staff development day.
- Observe confidentiality and civil rights of clients.
- Encourage positive community relations by personal appearance and behavior in community.
- Assume special responsibilities as directed by Program Manager.

CASE MANAGEMENT: Counselor/Case Manager will:

- Carry a case load of from 1-6 clients.
- Maintain client files current and up-to-date.
- Complete client reports and documents on time.
- Integrate as a team member.
- Facilitate wraparound meetings.

SALARY & BENEFITS: \$29,000-\$33,000 annually DOE w/full benefits.

Submit resume &/or obtain application: The Next Door, PO Box 661, Hood River, OR 97031, Fax 541-386-8436, derrylld@nextdoorinc.org