



JOB INFORMATION

Job Code:	187321
Job Title:	Family Consultant
FLSA Status:	Exempt
Supervisory:	
Job Family:	Social Work/Counseling
Job Family Group:	Social Work
Management Level:	7 Individual Contributor

JOB SUMMARY

Provides a full range of clinical services to include assessment of individual and/or departmental needs, short term treatment, referral, crisis intervention and psycho-educational training. Contributes to design of program content and policies addressing family, personal and work related issues. Develops and conducts training sessions for faculty and staff to increase awareness and skills in dealing with chemical dependence, stress and other issues affecting employee morale and performance. Evaluates programs on an ongoing basis, including bilingual and bicultural activities. Provides supervision to graduate students.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		2 years	
	X	5 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Manages the delivery of services to targeted program participants or beneficiaries. Communicates program priorities and performance standards and assesses operations using these criteria. Plans and conducts client file quality assurance reviews. Recommend				
Develops, plans, reviews and evaluates client progress and establishes follow-up contact. Determines evaluation methodology and establishes appropriate clinical techniques. Maintains confidential client records. Reports and analyzes results.				
Interviews clients and others to obtain information to assess client medical and/or mental health needs and recommend treatment and/or service modalities.				
Prepares and maintains confidential case records and narrative, statistical and team meeting reports. Maintains information system standards and other electronic systems as needed.				
Consults with service providers and community agencies on case management issues; assists in development of a community based referral network; organizes, coordinates and conducts reviews of community resources, social service agencies and other psychosoc				
Develops program structure and facilitates caregiver support groups. Researches and provides information to caregivers regarding affordable community resources.				
Maintains monthly units of services log to document services provided to meet each grant's goals.				
Plans, creates and disseminates promotional materials. Presents at educational workshops and psycho-educational trainings to professionals and caregivers.				
Provides supervision to graduate students. Trains and supervises student interns/workers.				
Represents organization in outreach efforts to promote the services at community health fairs and networking meetings.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR

partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.