

# **Easterseals DuPage & Fox Valley**

**FOR:** Policy & Procedure Manual  
**SECTION:** Personnel  
**RE:** Job Description  
**POSITION:** Social Worker, Counselor  
**REPORTS TO:** Director, Mental Health and Family Support  
**STATUS:** Exempt

**PURPOSE:** To provide mental health services which include, but are not limited to, individual therapy, parent education and consultation to children and families.

## **ESSENTIAL FUNCTIONS:**

- I. Maintain Ethical Standards of Practice.
  - A. Delivers services consistent with established Easterseals DuPage & Fox Valley Mission, Values, and Philosophy.
  - B. Maintains patient confidentiality and respects the rights and dignity of all individuals.
  - C. Complies with the current professional Code of ethics, state licensure laws, and all prevailing Federal, State and local laws regulations.
- II. Provide direct mental health therapy services to clients, caregivers and siblings where indicated.
  - A. Provide a warm, supportive and playful environment where children feel safe, secure and understood.
  - B. Provide a warm and supportive environment where families feel empowered as they learn about their child's social emotional needs.
  - C. Provide direct services to children and families through individual treatment, co-treat sessions, parent coaching and parent meetings.
  - D. Provide group therapy to children, siblings and/or caregivers.
  - E. Practice comprehensive an
  - F. Provide holistic care through a developmental lens. Utilize Trauma Informed, DIR/Floortime, play and attachment-based methodologies.
  - G. Foster child's development through parent/child relationship.
  - H. Engage in a creative and collaborative multi-disciplinary team.
  - I. Participate in clinic opportunities including medical diagnostic clinic, feeding clinic and bowel and bladder clinic.
  - J. When appropriate, attend staff interdisciplinary conferences, school staffings and other meetings related to enrolled clients.
  - K. Provide information and referral services as well as service coordination when appropriate.
- III. Provide mental health consultative services
  - A. Provide consultations to staff to support their understanding of client's social emotional development and needs.
  - B. Provide consultations to families who are seeking support in learning about their child's social emotional and developmental needs.
- IV. General
  - A. Attend staff meetings.
  - B. Attend department meetings.

C. Maintain current records.

## **OTHER FUNCTIONS:**

- I. Maintain an interest in further development of professional growth and skills.
- II. Follow all policies and procedures as outlined in the Policy & Procedure Manuals.
- III. Assist with the development of other social work services that are pertinent to the clients of Easterseals DuPage & Fox Valley.

## **QUALIFICATIONS:**

1. Master's Degree from accredited School of Social Work or Counseling/Psychology.
2. LCSW, LSW, LCPC, LPC State of Illinois or eligible.
3. 3 - 5 years of experience preferred.
4. Maintain current CPR certificate.

## **REQUIREMENTS:**

Unless exempted by the Americans with Disabilities Act, all persons hired for this position are required to perform the following essential functions:

1. Lift up to 25 lbs. on an as-needed basis
2. Perform the basic life operational functions of talking, hearing, vision
3. Perform repetitive motions (i.e. computer keying and/or dialing phone)
4. Sitting for long periods of time

This position requires exposure to the following environmental factors:

1. Daily contact with domestic and industrial cleaners;
2. Exposure to variable noise levels;
3. Occasional contact with noxious smells;
4. Frequent exposure to communicable illnesses

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