



Delores Barr Weaver Policy Center Position Description

Position Title: Mental Health Professional

Application Review Date: 9/4/18

Purpose of Position

The Mental Health Professional works as part of a team to provide girl-centered mental health counseling and care management to girls and young women, and individuals who identify as girls/young women, who are involved in the juvenile or criminal justice system or are at risk for justice-system involvement.

Essential Functions

- Work as part of a team to develop purposeful connections with girls and their families/caregivers
- Provide mental health counseling and support to individuals, families and groups
- Identify girls' individual needs and refer to appropriate community resources
- Travel throughout Duval, Clay, Baker, Nassau, and St. John's Counties to provide services in homes, schools, detention facilities, community agencies, and other locations as needed
- Advocate for girls' needs alongside and/or on behalf of girls and their families in courts, schools, and other systems
- Build collaborative relationships with community providers and officials who impact the lives of girls
- Provide compassionate access to girls and families in times of crisis
- Document interventions as required by internal policies & procedures to comply with HIPAA and contractual demands and to meet research needs
- Inform research and strategic advocacy agendas by elevating girls' voices and stories to Policy Center leadership
- Participate in DBWPC and Programming Team staff meetings and decision-making processes

Secondary Functions

- Prepare, facilitate, and document SAVVY Sister and Diversion groups, as needed
- Supervise volunteer interns
- Provide training/technical assistance for community partners
- Support DBWPC programs and events
- Provide assistance and support for other Girl Matters: Continuity of Care Model Program components, as needed and appropriate

Required Knowledge, Skills, and Abilities

Organizational:

- Understanding of Girl-Centered Principles – Understands girl-centered principles and is willing to grow in knowledge of these principles
- Growth-Mindset – Receptive to feedback, willing to learn, embraces reflective practice
- Solution-Oriented – Brings possible solutions when presenting obstacles or challenges to supervisor
- Collaborative – Seeks input and buy-in from girls, colleagues, and external partners, as appropriate

Required Knowledge, Skills, and Abilities (cont.)

Individual:

- Counseling and Support Skills -
 - Experience providing trauma-informed counseling and healing-centered engagement
 - Knowledge of resources available to girls and families in Duval, Clay, Nassau, St. Johns, and Baker counties; or demonstrated ability to develop resource networks
- Documentation – demonstrated ability to document interventions appropriately and on deadline

Supervisory Responsibility

This position may supervise volunteer interns.

Work Environment/Physical Demands

This position operates in multiple environments, including professional offices, locked detention facilities, schools, and community sites with varied levels of accessibility. This role routinely uses standard office equipment such as computers and phones and transports supplies such as books, art materials, and food.

Position Type/Expected Hours of Work

This is a full-time position. The nature of the work often requires employee engagement outside of traditional office hours, including late nights/early mornings and weekends. The individual in this position is expected to work with colleagues to ensure that girls are able to connect with a Policy Center team member at any time.

Travel

This position requires daily travel throughout the Jacksonville metro area and surrounding counties and occasional travel throughout the state of Florida.

The individual who fills this position must have a valid driver's license and will be required to maintain minimum personal auto liability insurance of \$100,000/\$300,000 while employed with the Policy Center.

Required Education and Experience

- Master's Degree in Social Work, Mental Health Counseling, or related field
- Individual must be licensed or license-eligible in the state of Florida as a Mental Health Counselor or Clinical Social Worker

Individuals with an equivalent combination of education and experience may be considered for the position.

Preferred Education and Experience

- Five or more years' experience providing trauma-informed counseling
- Valid Florida License in Mental Health Counseling, Social Work, or related field

Work Authorization/Screening Requirements

DBWPC participates in E-Verify. Upon offer and acceptance of employment, the Policy Center will provide the federal government with the hired individual's Form I-9 information to confirm that the individual is authorized to work in the U.S.

The employee who fills this position is required to complete fingerprint-based AHCA Clearinghouse background screenings for the Florida Department of Juvenile Justice (Caretaker) and the Florida Department of Children and Families (Mental Health.)

AAP/EEO Statement

The Delores Barr Weaver Policy Center is committed to building a diverse staff that reflects the populations served by its programs. We strongly encourage applications from qualified individuals of color and qualified individuals who identify as lesbian, gay, bisexual, transgender, and/or gender non-conforming.

DBWPC, Inc. is an equal opportunity employer and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, religion, national origin, gender, sexual orientation, gender identity, gender expression, marital status, age, veteran status, physical or mental disability, or otherwise as may be prohibited by federal and state law. DBWPC, Inc. complies with applicable federal, state, and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Other Duties

This job description is not intended to contain a comprehensive listing of the duties and responsibilities that are required of the employee who fills this position. Duties and responsibilities may be adjusted at any time to best fit the needs of the Policy Center.

Application Submission

Resume and cover letter to careers@seethegirl.org, with subject line "Mental Health Professional."
Review of applications will begin 9/4/18.