

FIRST CALL JOB DESCRIPTION

Title: Family Services Youth Counselor

Department: Prevention

Report to: Family Services Team Lead

Why First Call?

First Call's values of person-centered service, community, collaboration, and kindness are foundational for the agency's focus on accessibility, commitment to data-driven practice, and diversity, equity, and inclusion (DEI) as we work toward our mission to reduce the impact of alcohol, drugs and addiction by providing quality resources for individuals, families, and the community.

Position Summary

Responsible for promotion and the delivery of First Call's youth-focused Family Services program components (Caring for Kids, Caring for Kids alumni groups), as well as evidence-based prevention programs targeted for youth audiences. Family Services Youth Counselor is responsible for updating program materials and participating in quality assurance paradigms to ensure fidelity of each program.

Major Functions

1. Recruit participants for Caring for Kids at First Call and other locations through community outreach and creative planning, and networking.
2. Deliver the Caring for Kids program on an ongoing basis.
3. Recruit participants for Caring for Kids alumni groups and facilitate monthly as needed.
4. Receive cross training for other family service program components (How to Cope, How to Cope alumni group, How to Care training) and be prepared to deliver programs if needed.
5. Conduct other youth-serving programming including adolescent assessments, adolescent relapse prevention, and other school-based prevention programming.
6. Prioritize quality data collection from participants and complete reports as scheduled.
7. Market agency and family services programs through community presentations and networking.
8. Some in-town and out-of-town travel may be required to complete position responsibilities.
 - a. Work hours will include recurring weekly activities outside of standard business hours.
9. Other duties as deemed appropriate for the fulfillment of the mission of First Call; including but not limited to backup crisis call coverage or front desk coverage.

Knowledge and Critical Skills/Expertise

1. Must have degree in Social Services/related field - **OR** - current Certification as an Alcohol Drug Counselor (MAADC, CADC, etc.)
2. Pending qualifications met above:
 - a. Will need to meet all of the standards and qualifications required of an Alcohol Drug Counselor by the Missouri Credentialing Board within 3 months of hire date - **AND** –
 - b. Will need to meet all the standards and qualifications required of a Prevention Specialist (MPS) by the Missouri Credentialing Board within 6 months of hire date.
3. Minimum of 2 years experience in substance use field
4. Demonstrated success in facilitating groups.
5. Ability to plan, organize and execute multiple projects.
6. Well-developed written and oral communication skills.
7. Proven ability to work effectively under pressure and meet established deadlines.

Working Conditions

1. The First Call main office is open to the public from 9 a.m. to 5 p.m., Monday-Thursday, with remote work and a closed building on Fridays. Employees are given up to 1 hour for lunch and/or breaks each day. First Call values flexibility; as such, employee schedules and locations for work throughout the week will be determined by the needs of their position and set in consultation with their direct supervisor.

- Employee must have access to reliable personal transportation, access to reliable internet for at-home work days.

Salary Range \$45,000-\$52,000

To Apply: Email letter of interest, resume & references to careers@firstcallkc.org.

First Call’s Commitment to Diversity and Equal Employment Opportunity

First Call’s Commitment to Diversity: First Call Staff and Governing Board reflect our region’s diversity and understand that treatment of substance use and mental health disorders in the United States has been adversely impacted by systemic racism and stigma. First Call is committed to cultivating and preserving a culture of inclusion, mutual respect, support, and connectedness.

First Call provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to culture, race, color, spiritual beliefs, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, national origin, age, disability status, genetic information (including family medical history), languages spoken, service in the military, ancestry, citizenship, marital status, or any other characteristic protected by federal, state, or local laws. 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.

Benefits

At First Call, we recognize that a comprehensive, whole-person employee benefits plan for our staff is key to providing our clients with the quality care and treatment they need. Our staff benefits and perks plan is designed to provide tools to help promote health, wellbeing, balance, and safety in each area of life. We offer a hybrid (in office & work from home) schedule as well as flexibility in scheduling for better work/life balance.

Our benefits plan focuses on six key areas - Equal Opportunity Employment and a DEI-focused environment, generous paid time off, 13 paid holidays, an agency funded whole-person health and life package (including a 100% coverage of employee healthcare premiums), personal and team development opportunities, and board & leadership defined staff safety and wellbeing policies.

