



FAMILY SERVICES COUNSELOR

Organization Profile:

Founded in 1983, The Wooden Floor in Santa Ana, California, is one of the foremost creative youth development nonprofit organizations in the country. We transform the lives of young people in low-income communities through the power of dance and access to higher education. In Orange County and through our national licensed partner, we use a long-term approach grounded in exploratory dance education to foster the confidence and gifts within each child to innovate, communicate, and collaborate – skills necessary for success in school and in life. Since 2005, 100 percent of students who graduate from The Wooden Floor graduate high school on-time and immediately enroll in higher education, and many of them go on to pursue degrees in business, engineering, medicine, and the arts. The Wooden Floor students become change agents and beacons of hope within their own families, their neighborhoods, our community, and our world.

Position Summary:

The Family Service Counselor (FSC) works closely with the Director of Student Development (DSD) and Family Services Manager (FSM) is responsible for planning and implementing the family service programs including parent education and volunteerism, crisis intervention, counseling, mentoring and community services referrals at the Annex Depot at Santiago. In addition, the FSC is responsible for a personal case load of 6-10 weekly in-house clients and works closely with the FSM to ensure the administration and management of the family services program is successfully integrated and implemented at the two locations, the Main Street Campus and the Annex Depot at Santiago. In addition, the FSC fosters nurturing relationships with students, sets consequences, acts as a role model, and provides support and guidance to students. The FSC must be an effective communicator, a good listener, and maintain a friendly, outgoing demeanor to all stakeholders. The FSM position requires independent thought and discretion, as well as the ability to assess situations, their importance and impact to families, students, and programs.

Reports To: Director of Student Development

Classification: Contract

Status: Part-time (Monday – Friday, 3:30pm to 8:30pm)

Essential Job Functions:

General Program Management:

- Work closely with DSD and FSM to evaluate and plan for family services program to achieve strategic goals at the Annex Depot at Santiago under the mentoring of the DSD.
- Work closely with DSD and FSM to set annual objectives to achieve the set goals for the family services program.
- Work with the DSD and FSM to develop the annual Family Services budget and monitor regularly.
- Work with program staff to develop skills to effectively communicate the need for student and family interventions.

- Organize to provide mental health and wellness education opportunities for the students attending the Annex Depot at Santiago.
- Attend weekly scheduled program staff meetings.

Family Services Resource Center Management:

- Work closely with the DSD and FSM to develop program goals and administer operational success of the Student Support Services (SSS) in support of TWF's Theory of Change including: the Dance Education Program, Academic Services, College Preparatory Services, Family Services as well as parent engagement.
- Manage the Family Services Resource Center at the Annex-Depot at Santiago and work closely with DSD and FSM to ensure program objectives and goals are met.
- Provide guidance and referrals to families in need of counseling and other social services.
- Develop collaborations with social service organizations and trained individuals to offer more family service opportunities.
- Work closely with DSD and FSM to provide overall direction and organization for parent education workshops and seminars to achieve strategic goals and objectives.
- Work collaboratively with other members of the program staff to provide parent volunteer opportunities.
- Collaborate with FSM to discuss confidential family cases.
- Monitor and coordinate student and family counseling schedules.
- Work closely with FSM to develop innovative screening and assessment tools to determine which students need counseling services.
- Work closely with DSD and FSM to ensure continuity of TWF's program standards, policies, values, and guiding principles are being implemented.

Student Supervision/Mentoring Program Management:

- Ensure supervision of students at all times.
- Encourage student participation and attendance of dance classes.
- Communicate with teachers regarding student needs and any student issues.
- Uphold the dancewear policy and ensure proper attire of students taking class.
- Establish nurturing relationships with students and act as a role model.
- Communicate policies and provide guidance to students.
- Ensure excellent behavior of students.
- Discipline students and set consequences with students as needed.
- Interact with parents communicating relevant program details and policies.

Resource Development:

- Work closely with DSD to prepare the quarterly staff report prior to each board meeting, as requested.
- Work closely with DSD to provide family service reports at board meetings, upon request.
- Work closely with DSD and FSM to assist Development Department by providing information for grant proposals.
- Report accurate family services statistics each quarter and work closely with the Development Department as needed.

Required Education, Skills, Licensures, Certifications, Other:

- Bachelors of Science, Psychology
- Masters of Clinical Psychology

- MFT License
- Three to five years of previous family counseling experience
- Fluency in Spanish (oral and written)
- Exceptional interpersonal and communication skills
- Proficient in MS Office Suite
- Ability to pass background check
- Possess a valid California Driver's License and maintain a clean driving record
- Understanding and knowledge about the community TWF serves

Position Interactions: Internally the FSC interacts with the students, parents, volunteers and all institutional directors and staff. Externally, the FSC serves as a liaison to other outside organizations or individuals, on an as needed basis: community organizations, shelters, courts, food banks, legal institutions, etc.

Compensation: This is a contract position and is based upon demonstrated experience and qualifications.

To Apply: Send a copy of your cover letter and resume to: HR@TheWoodenFloor.org, Subject: Family Services Counselor

American With Disabilities Act Assessment: Below are general guidelines on the position's physical, mental, and environmental working conditions

Bend: Frequently
 Squat: Frequently
 Crawl: Occasionally
 Climb: Occasionally
 Kneel: Not applicable
 Handle Objects: Occasionally
 Push/Pull: Frequently
 Reach Above Shoulder Level: Frequently
 Sit: Frequently
 Stand: Frequently
 Walk: Frequently
 Use Fine Finger Movements: Frequently
 Carry/Lift Loads up to 25 Pounds: Frequently
 Carry/Lift loads between 25-50 lbs: Frequently
 Carry/Lift Loads over 50 Pounds: Frequently
 Read/Comprehend: Frequently
 Write: Frequently
 Perform Calculations: Frequently
 Communicate Orally: Frequently
 Reason and Analyze: Frequently
 Chemical/Biological Agent: Not applicable
 Construction Activities: Frequently
 Contact with Water/Liquids: Occasionally

Drive Motorized Equipment: Occasionally
Confined Spaces: Occasionally
Elevated Work Location: Not applicable
Radioactive Materials: Not applicable
Temperature Variations: Occasionally
Gas System: Not applicable