

Job Description  
SERVICE

CATHOLIC COMMUNITY

419 Sixth Street, Juneau, AK 99801  
907 463-6100 -- www.ccsjuneau.org

\_\_\_\_\_  
*Name*

Kake Counselor  
*Job Title*

\_\_\_\_\_  
*Supervisor*

NTS Regional Coordinator  
*Supervisor's Title*

Juneau / Project Office: Kake  
*Location*

Background Check/Fingerprinting  
*Requirements*

FLSA Status:    \_\_\_ Exempt                    \_X\_ Non-Exempt

**ESSENTIAL JOB FUNCTIONS:**

1. Provide counseling services for elders
2. Provide counseling, support and training to family caregivers of elders
3. Maintain client records
4. Conduct community outreach and education
5. Assist supervisor in program development
6. Perform other duties as assigned.

**JOB DUTIES:**

1. Provide counseling services for elders
  - A. Assess client needs through the use of both assessment tools and informal means.
  - B. Continue to assess through the duration of treatment.
  - C. Determine service level for counseling each client
  - D. Provide therapeutic counseling services, both individually and in groups
  - E. Identify substance abuse and other specific issues, refer to appropriate programs with the permission of the client
  - F. Assist in working with physicians and other service providers
  - G. Assure and maintain confidentiality
2. Provide counseling, support and training to family caregivers of elders
  - A. Offer bereavement and other support groups for family caregivers of elders
  - B. Provide individual counseling and support to family caregivers, including follow-up care, in-person and via telephone
  - C. Train local people to conduct their own support groups

3. Maintain client records
  - A. Include assessment and reassessment records
  - B. Maintain on-going records of all contacts
  - C. Seek the advice of clinical supervisor for optimum organization of client records.
  
4. Conduct community outreach and education
  - A. Work with members of the outreach team (site manager, social worker, advocate, Salvation Army counselor) to organize public presentations
  - B. Conduct or arrange for speakers to give presentations on various topics relating to mental health issues and the elderly
  - C. Participate in community forums to promote and develop mental health services to the elderly
  - D. Distribute written materials to publicize local services for seniors and family caregivers
  
5. Assist supervisor in program development
  - A. Develop village counseling pilot project to be replicated in other Alaskan villages
  - B. Work with members of the outreach team (site manager, social worker, advocate, Salvation Army counselor) to identify elders and caregivers in need
  - C. Design program brochure and coordinate outreach activities with other agencies
  - D. Provide information for grants
  - E. Provide monthly service statistics
  - F. Assist program supervisor as needed
  
6. Perform other duties as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to work effectively with older people, demonstrating patience, understanding and versatility in working with people of varying abilities , emotional states, and cultural backgrounds. Excellent communication skills and sensitivity to diversity of culture and lifestyle. Ability to work with families, professional caregivers and community service agencies. Ability to work independently as well as cooperatively with other staff. Must be well organized and able to prioritize workloads and set realistic goals for self and clients. Ability to give direction and leadership to paraprofessionals working with clients, as well as deal with crisis situations. Must be able to climb stairs to enter clients' homes.

**QUALIFICATIONS:**

A master's degree in social work, psychology, gerontology or closely related field and a minimum of one year of experience in direct service delivery in a related field is preferred. A bachelor's degree in the listed fields and a minimum of three years experience can be substituted.

I have read, understand and am able to perform the essential functions of this position with or without reasonable accommodation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS**  
**Kake Counselor**

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

**NA:** Not applicable, not required of this position.

**NE:** Requirement is present, but is not essential to the position.

**O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

**F:** Frequent, 34-66 percent of the time.

**C:** Continuous, over 66 percent of the time.

	NA	NE	O	F	C
<b>Sitting</b>				X	
<b>Walking</b>			X		
<b>Standing</b>			X		
<b>Running</b>	X				
<b>Bending or twisting</b>	X				
<b>Squatting or kneeling</b>	X				
<b>Reaching above shoulder level</b>	X				
<b>Climbing (e.g. ladders)</b>	X				
<b>Driving cars, light duty trucks</b>			X		
<b>Driving heavy duty vehicles</b>	X				
<b>Using foot controls</b>	X				
<b>Repetitive motion of hands/fingers</b>			X		

<b>Grasping with hand, gripping</b>			X		
	<b>NA</b>	<b>NE</b>	<b>O</b>	<b>F</b>	<b>C</b>
<b>Lifting/carrying 10-25 pounds</b>		X			
<b>Lifting/carrying 26-50 pounds</b>	X				
<b>Lifting/carrying more than 50 pounds</b>	X				
<b>Pushing/Pulling</b>	X				
<b>Work in/exposure to inclement weather</b>		X			
<b>Work in/exposure to cold water</b>	X				
<b>Exposure to dust, chemicals or fumes</b>	X				
<b>Work/live in remote field sites</b>			X		
<b>Use of hazardous equipment (e.g. guns, chainsaws, explosives)</b>	X				
<b>Swimming, scuba diving</b>	X				
<b>Work at heights (e.g. towers, poles)</b>	X				
<b>Exposure to infection, germs or contagious diseases</b>		X			
<b>Exposure to blood, body fluid, or potentially contaminated materials</b>		X			
<b>Exposure to needles or sharp implements</b>		X			
<b>Use of hot equipment (e.g., ovens)</b>	X				
<b>Exposure to electrical current</b>	X				
<b>Seeing objects at a distance</b>		X			
<b>Seeing objects peripherally</b>		X			
<b>Seeing close work (e.g., typed print)</b>				X	
<b>Distinguishing colors</b>		X			
<b>Hearing conversations or sounds</b>					X
<b>Hearing via radio or telephone</b>				X	
<b>Communicating through speech</b>					X

<b>Communicating by writing/reading</b>				<b>X</b>	
	<b>NA</b>	<b>NE</b>	<b>O</b>	<b>F</b>	<b>C</b>
<b>Distinguishing odors by smell</b>	<b>X</b>				
<b>Distinguishing tastes</b>	<b>X</b>				
<b>Exposure to wild/dangerous animals</b>	<b>X</b>				
<b>Exposure to insect bites or stings</b>	<b>X</b>				
<b>Work/travel in boat/small aircraft</b>			<b>X</b>		
<b>Exposure to aggressive/angry people</b>			<b>X</b>		
<b>Restraining/grappling with people</b>	<b>X</b>				
<b>Other:</b>					
<b>Other:</b>					

**Items checked above must be consistent with tasks listed.**

**Are there any other physical or mental requirements of this position that have not been addressed above?**

I have read and understand the potential hazards and am able to perform the physical requirements as stated above with or without reasonable accommodation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date