

JOB DESCRIPTION:	Family Facilitator Counselor - ECP		
DEPARTMENT:	Early Childhood Programs		
REPORT TO:	Clinical Services Director		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	# 416120	DATE APPROVED:	14-APR-2021
		DATE MODIFIED:	11-JUN-2025

SUMMARY: Offers comprehensive family services to families within the Early Childhood Programs and promotes team building and staff wellness by working closely with the administration and staff.

DUTIES:

1. Maintains contacts with representatives of other community organizations to provide resources necessary to assist families with needed referrals.
2. Collaborates with the community in professional development of mental health services for young children.
3. Participates in research projects and performance assessments.
4. Delivers on-site family and child centered developmentally appropriate therapeutic interventions.
5. Commits toward empowering the clients through individual, group, family and marriage counseling.
6. Implements a comprehensive family support service through the Parents as Partners program.
7. Serves as a professional resource person for the Child Development Center. Provides support services, training and consultation to staff, groups and individuals. Works in a team relationship with the administration and staff to provide continuity of services.
8. Performs on-site observations. Maintains documentation, record keeping, reporting and meeting the necessary requirements of contracting agencies.
9. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
10. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Master's degree in Counseling, Social Work or closely related field. Experience in working with young children and families. Candidate must have the ability to work with diverse families. LMHC, LPC, LPCC, or School Counseling License preferred. Professional experience with diverse groups preferred. Infant Mental Health Clinical Endorsement preferred. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Adheres to Counseling and Social Work Ethics and to the NAEYC Code of Ethical Conduct and Statement of Commitment. Ability to work with groups. Knowledge of developmentally appropriate practices. Knowledge of child growth and development. Knowledge of community resources. Collaboration and facilitating skill. Must be knowledgeable

of University policies and procedures. Must be able to handle multiple deadlines and maintain accuracy including in the documentation of client folders that meet legal and billing guidelines. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.

3. **Working Conditions/Physical Demands Other requirements:** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Certification in First Aid/CPR or obtaining the certification within 2 months from start.
 - b. Valid driver's license.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)