

Center for Career Planning & Placement (CCPP)

Graduate Placement Services (GPS)

JOB VACANCY FORM[©]

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Job Reference No.: JV415

Company Name: **Dubai Early Childhood Development Center- Community Development Authority**

Company Type: Government



Job Position/Title:	Family counselor	Academic Major:	Social work - Psychology - Human Services & Counseling
Salary Range:	13,000- 18,000	Years of Experience:	2 years of experience
Job Location:	Dubai	Job Type:	Full-time
Nationality:	Any Nationality	Gender:	Female
Job Description:	Job purpose: to serve as a focal point and advocate for the families of children with disabilities and to provide them with the psycho-emotional support and counseling so they can be empowered to take active role in their child's life. Job tasks: • Conducts a comprehensive family assessment with an emphasis on assessing and analyzing the psychological, social and emotional status of the family of a child with disability as well the needs, priorities , concerns, resources , family dynamic, stress level ... using interviewing techniques with the families and standardized and non-standardized tools • Conducts an initial assessment of the child's developmental profile through the completion of a case history reported by the family and the administration of screening tools. • Uses effective strategies to assist families in expressing their ideas, strengths, needs, and preferences. • Assists families in learning about and understanding the service planning process (es), choices available, and the consequences of choices. • Develop a family support plan and/or counseling plan based on the assessment findings. • Monitor, review and evaluate the family's plan and progress systematically and periodically (on a semi-annual and annual basis or as needed) and adjust the plan accordingly • Implement intervention services targeting the family as per the family support plan or the counseling plan • Provides family therapy sessions (individual counseling, couple counseling, group counseling, siblings counseling) • Provides educational counseling to the families (providing the families with information, knowledge and awareness about topics as needed)		

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	• Conduct home visits to the families for follow up and re-assessment • Conducts and facilitates meetings involving families internally and externally (IEP meeting, mediation meeting, IEP review meeting, transition and discharge meetings...) making sure that family's perspectives are conveyed and taken into consideration and family's needs are met. • Coordinate the services of the families and the child internally and externally to the center through telephone calls, visits to the family and with the family, emails, meetings... • Participates in multidisciplinary team meetings • Participates in developing the child's transition and discharge plan in collaboration with internal and external professionals • Participates in developing child's inclusion plan in collaboration with internal and external professionals • Liaises with community service providers and external agencies to ensure family has access to all needed services • Assists families with connecting to community supports and services (hospitals, clinics, pre-schools, schools). • Plans and delivers awareness sessions targeting different target groups in the community (general public, university students, families...) • Plans and delivers training programs targeting mainly the families • Documentation and Reports: • Write family-related reports such as : case profile summary report, family support plan, family counseling plan, out-referral reports, progress reports, consultation reports, discharge reports, exemption letters ... • Keep updated files of family and child's records and documents. • Workload : • Assume a caseload ranging between 20 to 25 families at a time • Facilitates family support groups • Participate in planning and implementing the families support activities (events...)
Minimum Qualifications:	• Bachelor degree • Bilingual – certification and experience in psycho-emotional counseling knowledge in the area of disabilities
No. of Positions Required:	4
Job Close Date:	Open Until Filled

To Apply, UAEU Graduates/Alumni should send their CVs to:

info_DECDC@cda.gov.ae

