

Job Title:	Child Mentor/Neurofeedback Technician	Job Category:	Programs
Department/Group:	Programs	Job Code/ Req#:	
Location:	Richmond, TX	Travel Required:	Yes, Fort Bend and greater Houston area
Level/Salary Range:	Non exempt / Salaried	Position Type:	Full-Time
HR Contact:	Tina Hood	Date posted:	Click here to enter a date.
Will Train Applicant(s):	Yes	Posting Expires:	Click here to enter a date.
External posting URL:	https://fbwc.org/who-we-are/join-our-team/job-application.html		
Internal posting:	thood@fbwc.org		

Job Description

ROLE AND RESPONSIBILITIES

The Child Mentor/Neurofeedback Technician will work closely with the child services and neurofeedback teams to assess and assist survivors of domestic and sexual violence (both children and adults) through the use of neurofeedback and assist in providing quality child services.

- Help create and/or follow the daily children's activity schedule – include lesson plans, physical activities, etc.
- Ensure that all areas under your supervision are clean, organized and sanitized daily and are tour ready. (includes Sunshine Club, Rain Forest Room, Playground, Rio Bend Children's Center)
- Supervise and interact with children throughout the days as an integral part of the daily schedule. Bring skills that include working with children with behavioral problems.
- Conduct structured activities and provide positive reinforcement and praise.
- Answer basic questions about neurofeedback to current and prospective clients.
- Assist with mental health assessments both before and after neurofeedback.
- Works with the Neurofeedback Clinician Mentor to maintain appropriate client records in accordance with the agency policy on confidentiality.
- Schedules, cancels, and reschedules appointments for current and prospective clients.
- Conducts routine EEG procedures, including cleaning and maintaining equipment and supplies if necessary.
- Troubleshoots equipment issues as they arise from time to time.
- Assures that all client data is properly recorded and stored and documentation is completed in a timely manner.
- As directed by, and under the supervision of a clinician, prepare and clean scalp, affix electrodes to the scalp, and operate EEG software.
- Willing to do light travel between clinics (Richmond)

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree preferred in a related field.
- Prior experience with EEG is a definite plus, but not required.
- Bilingual – Spanish / English is a plus.

PREFERRED SKILLS

- We assist those who are struggling for self-sufficiency. It is a rewarding job, but one that requires a great deal of optimism.
- Previous experience working with individuals dealing with trauma (preferably domestic or sexual violence) is a plus, but not necessary.
- Previous experience working with individuals with brain injuries is a plus, but not necessary.
- At least 6 months experience working in an administrative or customer service capacity.

Competencies:

- Judgment - Displays willingness to make decisions, responds compassionately to persons being served while maintaining appropriate and professional boundaries, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in decision-making process.
- Innovation - Displays original thinking and creativity, meets challenges with resourcefulness, generates suggestions for improving work, and develops innovative approaches and ideas.
- Tenacity and thoroughness, with the ability to solve practical problems and deal with a variety of situations.
- Team player who can roll up their sleeves and get involved in everything from big projects to mundane, simple tasks.
- Not easily frazzled and strong time management skills during busy and slower periods throughout the day.
- Apply basic strategies for good communication, including developing rapport and use active listening.
- Establish and maintain collaborative and trusting relationships with victims/survivors.
- Relate to victims/survivors in a respectful and nonjudgmental manner; employ a victim-centered and trauma-informed perspective.
- Focus on victim/survivor empowerment and emphasize strengths.
- Support victim self-determination and informed decision-making.
- Respect client confidentiality.
- Apply strategies for using verbal and nonverbal communication to calm crises situations so that assessments and case planning may take place.
- Apply strategies for gathering case-specific information and relevant facts for safety planning and service delivery.
- Apply strategies for addressing conflict and moderating one's own verbal and nonverbal reactions to victim/survivor communications as needed.
- Demonstrate ongoing efforts to improve skills in effective communication, including verbal and nonverbal communication, and cultural competency.
- Planning/Organizing - Prioritizes and plans work activities, uses time efficiently, plans for additional resource needs, sets goals and objectives, develops realistic action plans.
- Deadline and solutions oriented with the ability to handle multiple competing priorities and wide-variety of responsibilities.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations, listens and gets clarification, responds well to questions, participates in meetings.
- Written Communication -Writes clearly, persuasively and informatively, edits work for spelling and grammar, and reads and interprets written information.
- Dependability - Follows instructions, responds to management direction, takes responsibility for own actions, keeps commitments, commits to long and/or non-traditional hours of work when necessary to reach goals, completes tasks on time or notifies appropriate person with an alternate plan.

