

Womenspace Unlimited
SOUTH LAKE TAHOE WOMEN'S CENTER
JOB DESCRIPTION

Position: Bilingual Counselor 20 hours with SLTWC/20 hours with Tahoe Youth & Family Services

Position Summary: A Program Counselor provides case management and direct counseling services to individuals, youth, families and groups. Counseling focus includes drugs/alcohol use prevention, intervention, and treatment; family reunification; Play Therapy; Theraplay; crisis counseling; solution focused services.

Primary Responsibilities:

Under the supervision of the Clinical Counseling Supervisor & Operations Director, provide direct client counseling services.

A. COUNSELOR:

1. Read and understand all objectives listed in the sexual assault and domestic violence grants including the 13 mandated objectives.
2. Provide counseling to victims of domestic violence, sexual assault, and child abuse and their children.
3. Facilitate domestic violence support group and adults molested as children support group.
4. Provide family counseling for victims of domestic violence and their children, teaching parenting and bonding skills through art and play therapy.
5. Provide counseling and referrals for victims of domestic violence on life skills, parenting skills, medical services, substance abuse, and obtaining and maintaining permanent housing.
6. Provide crisis intervention and advocacy services to victims as necessary. Coordinate services with other community resources as appropriate.
7. Complete client service documentation and required program statistics. Statistical client sheets are to be turned in to the Statistician by the end of each month.
8. Maintain complete files on all counseling clients. Submit client files to the Statistician within 30 days of termination of therapy.
9. Meet weekly with shelter staff, Counseling Supervisor, and other counselors to review therapy of shelter clients.
10. Meet weekly with counseling supervisor for client supervision.
11. Receive referrals, conduct intake interviews, assess client needs and develop treatment plans with client goals and objectives clearly identified.
12. Conduct ongoing individual and/or youth, family, group and crisis counseling.
13. Document client progress, maintain client files, and terminate cases according to established procedures.
14. Maintain accurate client statistics and accurate time utilization records daily.

B. OTHER DUTIES:

1. Attend weekly staff meetings and monthly in-services.
2. Assist with fundraising activities and community education as requested.
3. Share in office coverage and maintenance.
4. Maintain skill level through reading and attends trainings as requested.
5. Submit articles for newsletter when requested.
6. Complete the state certified 80 hour training.
7. Other duties as assigned.

Qualifications:

Bilingual Counselor

Masters degree in counseling field required. M.F.C.C. or L.C.S.W. internship and/or license preferred. At least one year experience in clinical counseling, including crisis intervention. Bilingual preferred but not required. Organization and networking skills a must. Team oriented approach to client services required. Occasionally this position requires moving and lifting objects up to 25 pounds. Valid driver's license, current auto insurance and registration, and dependable vehicle are required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.