

## SOUTH SUBURBAN FAMILY SHELTER

### Job Description

<b>Title:</b> Bilingual Children's Counselor	<b>Department:</b> Counseling Program
<b>Type:</b> Full-Time	<b>Reports To:</b> Counseling Program Manager
<b>Classification:</b> Non-exempt	<b>Supervises:</b> N/A

#### **Job Summary:**

The Bilingual Children's Counselor is a member of South Suburban Family Shelter's Counseling Program department. The Counselor will individually assess and counsel children in both Spanish/English who have experienced or witnessed domestic violence in order to prevent future family patterns of domestic violence and also will work collaboratively with other members of the counseling team to ensure that the children in the program are provided with necessary supports and assistance in addressing their individual goals. The counselor provides advocacy, support, and violence education to the children. This position's responsibilities focus on developing and implementing individualized treatment plans for each client on their caseload to ensure that their goals are adequately met. Collaboration with the parent/guardian and family counseling is provided as needed. Specialized services are also provided in helping children birth to age 5, and their families, who have been exposed to any violence/trauma.

Our ideal candidate is friendly, positive and a team player. This individual must be a Master's level clinician and have clinical experience working with children. A good understanding of domestic violence dynamics is imperative to appropriately work with their caseload. The individual in this position will be required to take initiative and work independently, yet communicate well, coordinate services and work as a team when needed. Schedule flexibility and time management skills are important. The candidate should also be able to think critically and creatively and be able to adapt clinical approaches to the needs of each individual client in program.

#### **Duties and Responsibilities**

- Complete 40-Hour Domestic Violence Training.
- Obtain ICDVP certification within one year and maintain certification.
- Comply with the Counseling Program Manual.
- Conduct client assessments to determine eligibility for services.
- Provide individual counseling (Spanish/English) to children, ages birth to 17, who have experienced or witnessed domestic violence. Caseload to be determined in conjunction with the Program Manager.
- Provide family counseling (Spanish/English) in conjunction with the Adult Counselors as needed.
- Facilitate parent education classes and support groups (Spanish/English) as needed.
- Participate in consultations to collaborate with Adult Counselors, Project RENEW Case Manager, and other member of the counseling department to support a team approach.
- Provide advocacy for clients with, schools, mental health providers, court, DCFS, etc. as needed.

- Meet with Counseling Program Manager and Clinical Consultant for clinical case supervision.
- Ensure all case related documentation is maintained and submitted per established deadlines.
- Complete and submit weekly employment related paperwork per established deadlines.
- Participate in and represent SSFS at various networking committees as assigned.
- Attend all required Counseling program meetings.
- Attend mandatory SSFS All-Staff meetings.
- Assist with trainings, community outreach, fundraising efforts and special projects as assigned.
- Participate in planning and implementing client activities.
- Work with other staff to maintain open communication and develop a team approach.
- All other duties as assigned.

### **Qualifications**

- Master's degree in Counseling, Social Work, or related field
- Well-grounded knowledge of normal child development and psychopathology
- Well versed in domestic violence dynamics and its effects on children
- Bilingual required. Must speak/read/write Spanish and English fluently
- At least 1 year counseling experience with children preferred
- Must be familiar with DSM-V
- LSW or LPC preferred
- Excellent written and verbal communication skills and strong interpersonal skills
- Detail-oriented
- Strong critical thinking skills
- Ability to work independently and as a team member
- Strong problem solving skills
- Good organizational and time management skills
- Some evenings and Saturday hours required; flexibility in scheduling a must
- Must have reliable transportation, proof of insurance, and valid driver's license
- Must be able to operate general office equipment
- Must be able to stand/walk for periods of time and lift up to 25lbs
- Ability to handle sensitive information in a confidential manner required
- Ability to adhere to the SSFS value statements

### **Compensation and Benefits**

The compensation for the position is \$18.50/hour for 35 hours/week. SSFS offers benefits including holidays; PTO; medical and dental insurance; short-term and long-term disability; and the ability to contribute to a 403(b) plan. This position is also eligible for Aflac benefits such as telemedicine, dental, vision, short-term disability, etc.

If you are interested in applying for the position, please email your cover letter and resume to [careers@ssfs1.org](mailto:careers@ssfs1.org).

SSFS is an equal opportunity employer and values a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, genetic information, age, disability status, protected veteran status, or any other characteristic protected by law.

For more information about South Suburban Family Shelter, please visit our website at [www.ssfs1.org](http://www.ssfs1.org).