



Position: Part-Time Bilingual Counselor

Supervisor: Vice President of Prevention & Outreach

Position Description:

This professional provides individual counseling services to children and adults in the community that have been victims of domestic violence.

Roles and Responsibilities:

- Provide individual counseling sessions to victims of domestic violence.
- Perform psychosocial and intake assessments.
- Conduct crisis interventions.
- Provide a monthly report on service delivery including number of clients seen and number of hours of service provision.
- Provide professional documentation of services provided, including statistical information, safety planning and comprehensive case records utilizing CJCC Standards as a primary benchmark in Apricot.
- Commit to the principle of confidentiality as it relates to client information.
- Follow agency/contract/grant/licensing policies and procedures.
- Respond to agency needs as established with the Vice President of Prevention & Outreach in line with program assignments, abilities, and community needs.
- Remain current on new developments in the field of Domestic Violence.
- Attend supervision meetings and all other grant required trainings.
- Other duties as assigned.

Minimum Qualifications:

- **Bilingual in Spanish and English.**
- Knowledge of working with domestic violence clients and its impact on victims.
- Master's degree in Counseling, Social Work and experience in the human service field.
- Hold a license in one of the following areas: LAPC, LPC, LCSW.
- Minimum 21 years of age with a valid driver's license and reliable transportation.
- Must be able to work a flexible schedule, including some evenings and weekends.
- Ability to work in a diverse team environment.

Employee

Date

VP of Prevention & Outreach

Date

President & CEO

Date