

## **JOB DESCRIPTION**

**Title:** Bilingual (Spanish) Counselor

**Position Status:** Full Time

**Responsible to:** Executive Director

**Primary Functions:** To provide therapeutic services in English and Spanish to primary and secondary victims of sexual abuse/assault through individual and group therapy.

### **Operational Responsibilities:**

- A. Assess clients' needs and determine their appropriateness for the services of Our VOICE. Make referrals to appropriate community resources for clients deemed not appropriate for or in need of additional services.
- B. Provide crisis counseling and/or on-going therapy to clients.
- C. Develop and facilitate groups.
- D. Assist non-native English speaking Latinos victims and their families, in conjunction with the Client Services Coordinator, with case management and coordination of services.
- E. Conduct Outreach to the Latino community in Buncombe County, as needed.
- F. Research best practices and helping to develop curriculum on providing culturally competent services to Latino victims of sexual abuse/assault.
- G. Develop and maintain relationships with community services and resources (including but not limited to: mental health providers; school personnel; DSS representatives; Law Enforcement) to facilitate referrals and coordination of services for clients, coordinate with on staff case manager as needed.
- H. Coordinate and implement counseling programs to sexual abuse and assault survivors in community settings as needed (ex: Emma Resource Center, Nuestro Centro).
- I. Provide training and supervision to counseling interns as needed.
- J. Provide consultation for staff and volunteers as needed.
- K. Attend professional workshops/conferences to enhance clinical skills in the field of sexual assault and to maintain professional credentials.
- L. Maintain and keep current and confidential all client files.
- M. Generate monthly statistical reports to the Client Services Coordinator in a timely manner.
- N. Initiate change in protocol, forms, and reports to better serve the client and agency needs.
- O. Participate in volunteer training.
- P. Provide support and contribute to an environment in which all individuals are respected regardless of his or her individual differences.
- Q. Adhere to state law and professional ethical principles. Maintain current credentials and provide licensure documentation, when applicable.

- R. Participate in clinical supervision with a community mental health professional provided by Our VOICE.
- S. Meet routinely with in-house staff to provide/obtain clinical input and community resource information.
- T. Provide on-call staff back up monthly and on an as needed basis.
- U. Other duties as assigned.

**Qualifications:**

- A. Master's degree in clinical social work, counseling, psychology, or related field.
- B. Licensed by the State of North Carolina.
- C. Experience and a working knowledge of the issues confronting the sexual abuse/assault victim.
- D. Ability to speak/read/write Spanish and English with equal fluency.
- E. Ability to work with adolescents and adults of diverse ethnic, socio-economic, and cultural backgrounds.
- F. Ability to collaborate with individual professionals and community agency networks to coordinate services for clients. Must maintain sound public relations.
- G. Effective communication skills.
- H. Ability to set priorities, maintain productivity, and adjust to flexible working hours.
- I. Basic computer skills and knowledge of Microsoft Office.
- J. Commitment to the Our VOICE mission and values

This is a 37.5-hour/week position

Deadline for submission is 5:00 pm Friday, March 1, 2013.

Please submit cover letter and resume in PDF format to [rvoice@ourvoicenc.org](mailto:rvoice@ourvoicenc.org)

Our VOICE is an EOE.

No phone calls please.

Revised 02/2013