

POSITIONS AVAILABLE
PT Bilingual Therapist/Counselor
Downers Grove / Wheaton

6/29/10

Summary: Provides counseling and support services to Latina/o clients.
Promotes self-reliance through an empathic and caring atmosphere.

Hours are:
12 Hours per week

Qualifications:

1. Bilingual: Must be bilingual in Spanish/English with bicultural preferred.
2. Education: Minimum of Master's Degree in Social Service or related field.
3. Licensure: LCPC/LCSW preferred, will accept candidates working toward licensure.
4. Experience: Prefer two years of social service experience.
5. Training: Prefer training in Domestic Violence.

SEE ATTACHED JOB DESCRIPTION

An Equal Opportunity Employer

Family Shelter Service does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability.
Family Shelter Service • 605 E. Roosevelt Rd. • Wheaton, IL 60187 • Administration (630) 221-8290

Family Shelter Service Position Description

- Position:** Part-Time Bi-lingual (Spanish/English) Therapist/Counselor
- Summary:** Provides counseling and support services to Latina/o clients.
Promotes self-reliance through an empathic and caring atmosphere.

Duties & Responsibilities:

1. Provides individual counseling and support services to Spanish-speaking clients which include case management, advocacy, and some helpline support. Provides services at different FSS locations as needed.
2. Answers Spanish-language helpline calls. Provides counseling, support, advocacy and referrals to callers as necessary. Monitors and returns messages left in the Spanish- language helpline voice-mail account.
3. Conducts intake interviews with clients and their families, including pre-group interviews.
4. Facilitates support and educational groups.
5. Assists during special events for clients.
6. Prepares proper documentation of services for all client files (case notes, intakes, etc.). Completes all necessary paperwork.
7. Participates in training for agencies and community groups.
8. Participates in CCS team meetings, Spanish-Language Services Committee and supervision.
9. Attends FSS and community committees as needed.
10. Remains cognizant of current developments in the field of domestic violence.
11. Performs other duties as reasonably assigned.

Relationships:

1. Supervised by the Director of Counseling and Community Services and Latina Program Coordinator.
2. Works with agency interns and volunteers as needed.
3. Establishes and maintains contact with community agencies and organizations as appropriate.
4. Collaborates with bilingual staff within agency across programs.
5. Participates in Spanish Language Services Committee meetings.

Qualifications and Characteristics:

1. Bilingual: Must be bilingual in Spanish/English with bicultural preferred.
2. Education: Minimum of Master's Degree in Social Service or related field.
3. Licensure: LCPC/LCSW preferred, will accept candidates working toward licensure.
4. Experience: Prefer two years of social service experience.
5. Training: Prefer training in Domestic Violence.
6. Technical: Excellent, written and verbal, communication skills in Spanish and in English.

7. Social Skills: Must be able to respond appropriately in varied situations; must be able to function independently; must demonstrate flexibility and teamwork.
8. Leadership Skills: Must demonstrate professionalism, flexibility, good judgment and commitment to teamwork.

Special Conditions:

1. Must be able to work variable hours, including some evenings.
2. Must have own transportation, valid driver's license, good driving record, and liability insurance.
3. Must be able to operate general office equipment and computer.

Classification:

Non-exempt