



## **EMPLOYMENT OPPORTUNITY**

**Mail, FAX, e-mail COVER LETTER and RESUME to:**  
Koreatown Youth & Community Center, Inc., ATTN: Personnel  
3727 West 6th Street, Suite 300, Los Angeles, CA 90020  
FAX: 213-927-0017 E-mail: [Personnel@kyccla.org](mailto:Personnel@kyccla.org)  
**\*\* Specify position title when applying \*\***  
**\*\* No phone calls or visits, please \*\***

**Position:** Counselor III (Full-time, Exempt) **Unit:** Clinical Services **Posting Date:** 12/29/11 **Positions Available:** 1  
**Reports To:** Clinical Services Manager **Salary:** \$42,000-\$46,000 annually DOE, plus BENEFITS

**Summary:** Under the direction of the Clinical Services Manager and Clinical Supervisor, the Counselor III is a direct service position that provides quality mental health and support services to children, youth, and families through group, individual, and family counseling. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year, including revenue generation goals. This is a full-time, exempt position.

### **Duties / Responsibilities:**

- **Provide counseling and support services by:**
  - Effectively assessing family needs across a broad spectrum of areas, recognizing professional boundaries and the need for consultation from other fields;
  - Providing a minimum of 70% direct clinical services hours using the most appropriate intervention modalities; when necessary, providing outreach and case management services and linking clients to community resources;
  - Accurately and timely documenting case records, statistical and other administrative data in accordance with all agency requirements, procedures and guidelines;
  - Providing linguistically and culturally appropriate services to clients of diverse backgrounds;
  - Participating in on-going individual and group supervision based on level of skill and professional development; and
  - Providing unit support by conducting intakes, language support, parenting education, and assessments.
- **Attend relevant meetings and trainings; and**
- **Other duties as assigned by the Clinical Services Manager.**

### **Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):**

- A Master's degree in Social Work, Marriage Family Therapy, or related field from an accredited University or College;
- At least 1 year of experience providing mental health services to children and youth under LA County Dept. of Mental Health requirements;
- Registration with the Board of Behavioral Science;
- **Bilingual capacity (Spanish/English);**
- Knowledge and/or experience working with the adult and children mental health population;
- Demonstrable working knowledge of the use and operation of personal computers;
- Strong commitment to working with a multicultural community;
- Strong organizational, written and communication skills;
- Ability to work collaboratively with others and a willingness to participate fully in the team process;
- Self-directing and the ability to work independently as required;
- Proof of passing a TB test and Live Scan fingerprint clearance;
- Valid California Driver License, access to personal transportation, and proof of auto insurance;
- Proof of eligibility to work in the United States; and
- Physical requirements:  
Able to hear a child calling for help, able to see a child on the playground, able to sit for long periods of time, seeing to inspect the field and written documents; ability to communicate with KYCC staff, affiliates, clients and public; sitting for extended periods of time; and dexterity of hands and fingers to operate office equipment.

### **Desired Qualifications:**

- License in Clinical Social Work or Marriage Family Therapy;
- Experience in working with low-income children, youth and families from diverse cultural and ethnic backgrounds;
- Experience in the development and use of database application; and
- Certification in CPR (Child & Adult) and First Aid training.

*KYCC is an E-Verify employer.*