



## EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. Our Clinical Unit has an established history providing effective, culturally competent mental health services to children and their families.

Our staff is our greatest resource. That's why we're committed to our investment in them -- providing an excellent benefit package that covers our regular staff and their dependents, keeping a low supervisor to staff ratio to ensure consistent access to guidance, and actively looking for professional development and growth opportunities.

We have been serving our diverse community for more than 40 years, and if you're passionate about creating change within our community, one family at a time, we'd like to meet you.

### Counselor I (Bilingual English/Korean) (Full-time, Non-exempt)

**Unit:** Clinical Services  
**Updated:** 07/05/2018

**Reports To:** Clinical Services Manager  
**Salary:** \$32,000-42,000 annually DOE, plus benefits

**Positions Available:** 1

**Summary:** The Counselor I facilitates provision of quality case management services by providing education, linkage and support services. This position is under the supervision of the Clinical Services Manager and the Assistant Director of Children & Family Services who provide unit and administrative oversight and support as well as the Clinical Supervisor who provides clinical oversight and support. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year, including revenue generation goals.

#### **Duties / Responsibilities:**

- **Provide case navigation by:**
  - Conducting intake and needs assessments of clients.
  - Developing individualized service plan for DCFS referred families and ongoing cases (if needed).
  - Making linkages and referrals and coordinating care amongst other involved agencies.
  - Reviewing the progress of clients.
  - Accurately and timely documenting all activities including progress reports and pre/post parent questionnaire.
  - Conducting outreach to promote program.
  - Assisting with coordination and facilitation of events and groups to promote protective factors.
- **Attend relevant meetings and trainings:**
  - Attending relevant partner and collaborative meetings.
  - Attending monthly unit meetings.
  - Attending monthly and quarterly staff/agency meetings.
  - Attending professional development trainings, conferences, workshops and seminars in order to maintain and improve professional competence as assigned by the supervisor.
- **Perform other related duties as assigned by the Clinical Services Manager.**

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

- A Bachelor's degree in Social Work, Psychology, or related field from an accredited University or College.
- Minimum two(2) years experience providing social services to low-income children, youth and families from diverse cultural and ethnic backgrounds.
- **Bilingual capacity (English/Korean), required.**
- Demonstrable working knowledge of the use and operation of personal computers.
- Experience in the development and use of database application.
- Ability to organize and prepare documentation in a timely manner.
- 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.
- A valid California Driver License, access to personal transportation, and proof of auto insurance.
- 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; and dexterity of hands and fingers to operate office equipment.

**Desired Qualifications:**

- Certification in CPR (Child & Adult) and First Aid training.

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