



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 II (Bilingual Spanish) (Full-time, Exempt)

Unit: Clinical Services
Updated: 4/2/2019

Reports To: Clinical Services Manager
Salary: \$43,000 – 56,000 annually, DOE

Positions Available: 1

Summary: The Counselor II facilitates provision of quality in-home outreach counseling and case management services by providing education, linkage and support services. This position is under the supervision of the Clinical Services Manager and the Director of Children & Family Services who provide unit and administrative oversight as well as the Prevention Coordinator who provides oversight and support. 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 in-home outreach counseling by:**
 - Conducting intake and assessment of clients.
 - Conducting home visits and participating in family-centered case planning meetings to develop initial care plans, establishing the most appropriate case planning goals, and reviewing client's progress.
 - Assisting clients in implementing case plans by providing family support services including counseling, education and case management.
 - Accurately and timely documenting all activities including progress report and pre/post parent questionnaire.
 - Conducting outreach to promote program.
 - Coordinating care amongst other involved agencies.
 - Assisting with coordination and facilitation of events and groups to promote protective factors.
- **Attend relevant meetings, trainings, events and activities.**
- **Perform other related 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, Psychology, or related field from an accredited University.
- Minimum one(1) year experience providing social services to low-income children, youth and families from diverse cultural and ethnic backgrounds.
- **Bilingual capacity (English/Spanish), required.**
- Experience in the development and use of database application.
- 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.
- Ability to organize and prepare documentation in a timely manner.
- 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.
- Proof of eligibility to work in the United States.
- 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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