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 is why we are 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 are passionate about creating change within our community, one family at a time, we'd like to meet you.

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

Unit: Clinical Services
Updated: 12/09/2019

Reports To: Clinical Services Manager
Salary: $17.30 hourly

Positions Available: 1

Summary: The Counselor I facilitates provision of quality case management services by providing parenting education groups, linkage and support services and coordinating family events. This position is under the supervision of the Clinical Services Manager and the Prevention Coordinator who provide unit and administrative support and case management oversight. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year, including revenue generation goals. This is a part-time, non-exempt position, typically working 20-32 hours per week.

Duties / Responsibilities:

- **Provide preventive services by:**
  - Developing group curriculum and facilitating groups for DCFS and community-referred families.
  - Making linkages and referrals and coordinating care amongst other involved agencies, as needed.
  - Reviewing client's progress.
  - Accurately and timely documenting all activities including progress reports and pre/post parent questionnaires.
  - Conducting outreach to promote programs.
  - Coordinating and facilitating events 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 and/or the Prevention Coordinator.**

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 one(1) year 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.
- Proof of eligibility to work in the United States.
- 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.

SUBMIT AN APPLICATION