



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 45 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 (LRC) (Full-time, Non-exempt)

Unit: Clinical Services
Posted: 2/22/2024

Reports To: Clinical Services Manager
Salary: \$21.63- \$24.04 hourly

Positions Available: 1

Summary: The Counselor I facilitates provision of quality case management services for adults and children with developmental disabilities or have or are at-risk for a developmental delay or disability by providing education, linkage and support services. This position is a direct service position and is under the supervision of the Clinical Services Coordinator and Clinical Services Manager who will provide unit and administrative 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 regular full-time, non-exempt position, typically working 40 hours a week.

Duties / Responsibilities

- **Provide community health work 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.
 - Accurately and timely documenting all activities including progress reports and pre/post parent questionnaire.
 - Coordinating care amongst other involved agencies.
- **Attend relevant meetings and trainings:**
 - Attending relevant partner and collaborative meetings.
 - Attend 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 supervisor.**



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 (including field placement) experience providing social services to low-income individuals from diverse cultural and ethnic backgrounds.
- **Bilingual capacity (English/Korean) is 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: Seeing to inspect written documents; ability to communicate with KYCC staff, clients and public; sitting, standing and walking for extended periods of time; bending, kneeling and reaching to retrieve and replace files; and dexterity of hands and fingers to operate office equipment; and ability to lift up to 40 lbs.

Desired Qualifications:

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

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