



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're committed to our investment in them -- providing an excellent benefit package, 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 nearly 50 years, and if you're passionate about creating change within our community, one family at a time, we'd like to meet you.

Counselor III (Bilingual Spanish) (Full-time, Non-exempt)

Unit: Clinical Services
Updated: 1/14/2025

Positions Available: 1

Reports To: Clinical Services Manager
Salary Range: \$67,000 - \$71,000

Summary: This position is a direct service position and is under the supervision of the Clinical Services Manager who provides unit and administrative oversight and the Clinical Supervisor who provides unit and clinical oversight. The Counselor III is a direct services 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 regular full-time, non-exempt position, typically working 40 hours a week.

Schedule: Monday - Friday. An 8-hour shift must be completed between 9:00 AM - 7:00 PM, with start and end times based on prioritizing client availability and service requirements.

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 60% direct clinical service 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.
 - Providing unit support by conducting intakes, language support, parenting education, and assessments.
- **Attend relevant meetings, trainings, events and activities.**
- **Perform other related duties as assigned by the Supervisor.**



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 and registered with the CA Board of Behavioral Sciences.
- A minimum one year of experience (including field placement) providing social services to low-income children, youth, and families from diverse cultural and ethnic backgrounds.
- Demonstrable working knowledge of the use and operation of personal computers.
- Experience in the development and use of database application.
- **Bilingual capacity (Spanish/ English).**
- 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 (if completed within a year).
- 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: 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 40 lbs.

NOTE: The selected candidate will be required to complete a Livescan (fingerprint process) and/or background check after a conditional offer of employment has been extended.

TO APPLY, please submit a **cover letter** and **resume**.

[SUBMIT AN APPLICATION](#)