



JOB ANNOUNCEMENT

Position: ***Counselor***

Status: Exempt Full-time

Reports to: Director of Intervention Services

Salary: \$55,000 - \$65,000 commensurate with experience and credentials

Supervises: None

The Korean American Family Service Center, Inc. (KAFSC) is a leading non-profit organization assisting women, children, and families in the New York tri-state area to recognize and eliminate relationship violence and abuse. Our counseling, education, advocacy, and support services help individuals empower themselves to build safe and healthy relationships based on mutual respect, compassion, and dignity. All our services are culturally sensitive, linguistically appropriate, and free.

We are seeking a full-time ***Counselor*** to join the team to provide our target population with a wide range of direct services, described below:

Key Responsibilities

Counseling and Case Management for Survivors

- Manage a caseload of 20 clients on a weekly basis, including individual- and group-based counseling and case management services
- Provide counseling to individuals affected by domestic violence, sexual assault, and relationship abuse in individual and group settings with an awareness of and respect for diversity of culture, ethnicity, gender, and sexual orientation
- Conduct culturally sensitive biopsychosocial intake assessments and diagnostic assessments
- Develop treatment plans according to the client's long- and short-term goals and needs
- Ensure that clients and families have appropriate safety plans, as needed
- Provide comprehensive quality advocacy and case management services for clients, as needed
- Maintain case files and all necessary documentation in a timely, clear, and concise manner according to program and funding guidelines
- Provide coverage for the Hotline, in rotation with other program staff
- Make appropriate referrals (e.g., police, court, shelter, hospital, legal services, etc.) for clients and provide advocacy and interpretation as needed
- Foster and maintain constructive working relationships with law enforcement, legal services agencies, courts, NYC Family Justice Centers, ACS, and other community organizations
- Accompany clients to court proceedings, police station, and other community partners to advocate for the client's needs, as necessary and appropriate to the case
- Participate in weekly individual and team supervision, as well as program staff meetings on a regular basis

Community Education, Advocacy, and Training

- Create and maintain collaborative relationships with community organizations to foster avenues for client advocacy and outreach to the agency's target population
- Participate in and provide training or workshops within the agency and to the community, as needed
- Organize and participate in agency-wide outreach activities

Administration

- Complete all documentation in a timely manner, as required by program and funding guidelines
- Ensure that all client records and documentation are complete, accurate, and up-to-date
- Prepare documents, reports, and statistics for all appropriate, program-related activities
- Submit progress notes to supervisor in a timely manner
- Perform other duties as assigned by the supervisor

Qualifications:

- BA in social work, counseling, or related field required
- Master's in social work, counseling, or related field preferred
- License, or plan to pursue license, preferred but not required (e.g., LCSW/LMSW, LMHC, etc.) **This position will receive licensure supervision by a Licensed Clinical Social Worker (LCSW).*

Knowledge, Skills, and Abilities:

- Bilingual fluency in English/Korean or English/Chinese or English/Spanish preferred
- Familiarity with and/or a passion for Asian and immigrant communities a plus
- Knowledge of or experience with gender-based/intimate partner violence a plus
- Knowledge of or experience with providing evidence-based practices a plus

Compensation and Benefits

- Salaries: \$55,000 for BA-level, and \$65,000 for MA-level
- Benefits include health, dental, and vision insurance, Flex Spending Account, 25 days of paid time off, 14 paid holidays, and 3% 401k match for eligible participating employees.

HOW TO APPLY

Interested candidates should submit a cover letter and resume via email to hr@kafsc.org

NO PHONE CALLS PLEASE.

To learn more about the **Korean American Family Service Center**, visit our website at <https://www.kafsc.org>