



## COUNSELOR

Status: Non-Exempt Full-time

Reports to: Director of Clinical Services

### BACKGROUND

The Korean American Family Service Center (KAFSC) is a leading nonprofit organization assisting and counseling women, children, and families in the New York tri-state area who are victims of domestic violence. Our counseling, education, advocacy and support services help to build safe and healthy relationships based on mutual respect, compassion and dignity. KAFSC serves over 3,000 individuals per year from one or more services that we provide. All our services are culturally sensitive, linguistically appropriate, and free. KAFSC has a dynamic team of 64 staff (19 full-time and 45 part-time) and an annual operating budget of over 2 million dollars [[www.kafsc.org](http://www.kafsc.org)].

KAFSC seeks a full-time bilingual Counselor who can provide our target populations with a wide range of direct services described below as part of the Counseling Team.

### KEY RESPONSIBILITIES

#### **Counseling, Case Management & Advocacy (80%)**

- Ensure that all families and individuals have a safety plan and a full family assessment
- Provide crisis intervention and therapeutic counseling for individuals and families affected by domestic violence, sexual assault, & relationship abuse via hotline, referral, and/or in person
- Identify strengths and needs of individuals and families and establish individualized plan for each client
- Provide comprehensive quality advocacy and case management services
- Work closely with social workers and case managers to provide assistance in seeking housing, employment, child care, financial assistance, and other needed services
- Co-organize and assist with WISH support groups for adults, children, and seniors
- Make appropriate referrals (police, court, shelter, hospital, DA's office, etc.) and provide advocacy and interpretation
- Ensure professional relationships with clients to create an atmosphere of empathy, safety, & support
- Maintain a working knowledge of New York domestic violence & sexual assault service partners
- Travel to court and accompany clients to police station and other community organizations
- Foster and maintain constructive working relationships with law enforcement, legal service agencies, courts, NYC Family Justice Centers, ACS, and other community organizations
- Serve as a backup counselor for the 24-hr Hotline

#### **Community Education , Advocacy, & Training (10%)**

- Work with the staff, create opportunities to reach out the targeted population through a wide range of community outreach activities
- Provide training to volunteers and interns at our Domestic Violence Training three times a year



- Conduct workshops, such as parenting skills related to KAFSC`s work as needed
- Organize and participate in agency-wide outreach activities

### **Administration (10%)**

- 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
- Actively participate in bi-weekly clinical case conference meetings and present cases
- Actively participate in monthly staff team meetings, collaborative meetings, annual board/staff retreat, and other fundraising events such as Annual Benefit Gala
- Carry out other duties as assigned by immediate supervisor and Executive Director

### **QUALIFICATIONS**

- Bachelor's degree in Social Work or Counseling or related fields.
- MSW or Master`s degree preferred.
- Knowledge of the dynamics of family violence or sexual assault or/and experience working with individuals who have experienced trauma
- Oral and written fluency in English and Korean preferred, and Chinese a plus
- Familiarity with Korean/Asian and immigrant community a plus
- Sound judgment and a strong sense of social justice and activism
- Collaborative attitude, positive attitude and sense of empathy towards victims
- Strong dedication to furthering victims` rights
- Computer competency in Microsoft Office Suite and the Internet search

### **COMPENSATION**

Competitive salary plus excellent benefits including health insurance, vision/dental insurance, paid vacation/sick leave/personal days, paid holidays, pre-tax transit check and more.

Location: Flushing, New York

### **HOW TO APPLY**

Email resume and cover letter to Ms. Joy Hee Lee, Director of Clinical Services at [joyhee@kafsc.org](mailto:joyhee@kafsc.org). No phone calls please. KAFSC is an Equal Opportunity Employer.