



JOB ANNOUNCEMENT

Position: ***Counselor***

Status: Non-Exempt Full-time

Reports to: Senior Director of Programs

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. Each year, over 2,500 individuals benefit from one or more services that we provide. All our services are culturally sensitive, linguistically appropriate, and free.

KAFSC seeks a full-time Counselor who will 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

- Assist with answering 24 hours hotline calls, provide crisis intervention on phone and provide resources.
- Provide counseling and case management for individuals and families affected by domestic violence, sexual assault, & relationship abuse.
- Manage a caseload of 20-25 clients weekly.
- Ensure that all families and individuals have a safety plan and a full family assessment
- Identify strengths and needs of individuals and families and establish an individualized plan for each client
- Provide comprehensive quality advocacy and case management services
- Work closely with other teams to provide assistance in seeking housing, employment, child care, financial assistance, legal services and other services needed
- Recruit and facilitate domestic violence and sexual assault support groups
- 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/New Jersey domestic violence & sexual assault service partners
- Travel to court and accompany clients to police station and other community based organizations
- Foster and maintain constructive working relationships with law enforcement, legal service agencies, courts, NYC Family Justice Centers, ACS, and other community organizations
- Responsible for forwarding hotline calls

Community Education, Advocacy, and Training



- Work with the staff, create opportunities to reach the targeted population through a wide range of community outreach activities
- Participate in the domestic violence training
- Conduct domestic violence or sexual assault focused workshops
- Organize and participate in agency-wide outreach activities

Administration

- 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 team meetings, supervision and staff wide staff meetings

Qualifications

- Master's degree in Social Work, Mental Health, or related fields required.
- MSW, MHC, LMSW, , LMHC, or LCSW strongly preferred
- Knowledge of the dynamics of family violence or sexual assault or/and experience working with individuals who have experienced trauma preferred
- 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 and Benefits

- Competitive salary plus excellent benefits including health insurance, vision/dental insurance
- Generous 25 days of paid time off in addition to paid holidays
- Pre-tax TransitChek

HOW TO APPLY

Send a resume and cover letter to hr@kafsc.org.

No phone calls please. KAFSC is an Equal Opportunity Employer.

For more information about the agency and jobs, visit our website at www.kafsc.org