

BILINGUAL (SPANISH) COUNSELOR HEARTLY HOUSE

This is an exempt, full-time position that reports directly to the Counseling Services Director.

AREAS OF RESPONSIBILITIES

Primary Duties:*

- Provide counseling services to children and/or adults who are victims of domestic violence, child abuse and sexual assault, particularly Spanish speaking clients
- Provide group counseling for adults and/or children who are victims of child abuse, domestic violence or sexual assault
- Provide follow up as needed with custodial family members
- Maintain a caseload of 12-15 clients
- Participate in weekly clinical review of cases and presents cases for review with counselors at Heartly House
- Participate in the planning, development, delivery, expansion and evaluation of counseling services
- Maintain professional standards of conduct and practices in all aspects of direct client services.
- Provide input into the counseling department strategic and operational plan
- Be available as needed for consultation with other departments regarding clients
- Provide appropriate referrals to clients to obtain additional needed services for clients on an on-going basis
- Ensure client records are up-to-date, complete, and accurately filed, and are closed, as needed. Ensure client records are maintained in complete confidentiality and protection of client rights.
- Complete other duties as assigned by Clinical Services Director, as needed

*(For purposes of the Americans with Disabilities Act (ADA) the term “Primary” represents “Essential” and “Secondary” represents “Non-Essential.”

EDUCATION AND EXPERIENCE

- Must have written and oral fluency in Spanish
- Masters Degree in Social Work or Counseling, or PhD in Clinical Psychology with licensure at the independent clinical level
- Strong clinical background and skills, and ability to provide counseling services to clients who experience domestic violence, sexual assault or child abuse, and to deal with trauma
- Strong writing and communication skills
- Ability to effectively use computers, including Windows, Microsoft Office Suite, and database software
- Successful completion of Heartly House training sessions within probationary period
- Understanding and commitment to the mission, values, and philosophy of Heartly House and the efforts to end domestic violence, sexual assault and child abuse

Please send cover letter and resume to Inga James at ijames@heartlyhouse.org or fax it to 301-663-4334. No telephone calls, please.

