



POSITION: BILINGUAL CHILDREN'S COUNSELOR/PROGRAM COORDINATOR

Position: PEI Kids seeks a motivated counseling professional who wants to make a difference in the lives of children and at-risk youth. If you are great with children, able to adapt to sensitive situations with care, and can develop good rapport with families, this is a wonderful job opportunity for you to work as part of our direct service team coordinating department activities and providing client-centered counseling services, in English and Spanish, for child victims of sexual abuse and non-offending, supportive family members.

Reports to: Clinical Director | **Hours:** Full-time | **Salary:** \$60,000/yr. | **Benefits:** Health, Dental, Life, 401K, Disability Insurance, Pension and more.

Key responsibilities:

Perform counseling duties in a sensitive and professional manner:

- Maintain a client caseload including Spanish-speaking clients, providing individual counseling for child clients using TF-CBT.
- Conduct intake sessions for new clients. Administer screening, therapeutic assessments and satisfaction surveys at appropriate intervals.
- Record progress notes, session notes and all client interactions.
- Make referrals to meet the child's and family's needs.
- Participate in regular case review with the Clinical Director.

Lead support group programs/activities:

- Lead support group sessions including planning activities, outings, discussions, and speakers; and identify educational tools and materials to be used in group sessions to meet program goals and outcomes.
- Develop tools to assess/respond to participants' needs and interests.
- Develop assessments to enable objective measurement of support group outcomes and effectiveness.

Perform administrative and discretionary duties with care and integrity:

- Answer phones and greet clients arriving for group and individual counseling.
- Translate program materials into Spanish when needed.
- Serve as a contributing staff member by supporting agency/department initiatives.

Job Requirements:

- Master's degree in social work, counseling or psychology with prior counseling experience in social services, private practice or community-based agency.
- Licensure as a Social Worker or Counselor.
- Individual/group counseling experience with children/youth preferred
- Must be fluent in Spanish (speaking and writing) and culturally competent.
- Must adhere to ethical standards of the profession and demonstrate excellent organizational, interpersonal, and clinical skills.
- Proficient in MS Office: Word, Excel, Outlook.

Updated: 5/29/2022