



Title: Bilingual Counselor (Spanish and/or Portuguese)

Job Summary: The primary role of the Bilingual Counselor is to provide support, advocacy, safety planning, counseling, and educational services to individuals who come to The Center for Empowerment and Education through domestic violence, sexual assault and resource programs. This position is to be carried out while empowering victims with respect to their safety and their right to self-determination.

Specific Job Functions:

Direct services to non-sheltered and sheltered adult victims:

- Provide client intake and advocacy;
- Provide 24-hour hotline coverage some days, week nights and weekends;
- Provide emergency shelter if appropriate;
- Advocate with outside systems regarding clients' needs;
- Provide individual domestic violence and sexual abuse counseling and advocacy;
- Provide trauma-informed counseling to children, adolescents and adults;
- Assist clients in developing safety plans which address clients' particular situations, including safety planning for leaving, for staying and for long-range planning;
- Assist parents in developing safety plans which include their children;
- Provide clients with information and referrals to resources outside the domestic and sexual violence program;
- Provide OVS SAVIN Victim Compensation information and assistance with filing compensation forms;
- Advocacy including but not limited to the following: Children's services and advocacy, Legal system advocacy, Medical Advocacy, Substance abuse advocacy, Behavioral health advocacy, Housing advocacy, Law enforcement accompaniment, Hospital accompaniment, and all other social service advocacy;
- Transportation to meet emergency needs and all case management goals;
- Provide written educational information to adult clients about domestic violence and other appropriate resources;
- Provide to adult clients a state and local listing of available resources, such as health clinics, mental health services, housing information, public transportation, legal resources, immigration referrals, food and clothing, welfare offices, local school information, youth services, child care, job training and employment opportunities;
- Distribute and collect client survey for each client receiving services;
- Other duties deemed necessary.

Administration:

- Maintain in compliance with Connecticut statutes: C.G.S.52-146 including but not limited to: Privilege: C.G.S. 52-146K; Confidential Communication: C.G.S. 52-146(B) & C.G.S.52-146(F), C.G.S.52-146k(e); and Confidential Record Keeping: C.G.S.52-146 (i);
- Build effective, cooperative, positive relationships with co-workers and other community partners;
- Take initiative and/or independent action to ensure work responsibilities are carried out completely;
- Obtain information and identify key issues relevant to long-term strategic planning for prevention of domestic violence and increased victim safety;
- Engage in clinical trainings to enhance skills in various therapeutic modalities;
- Perform all job responsibilities in accordance with CCADV and The Alliance Standards and The Center's policies;
- Travel as required;
- Participate in The Center's staff meetings, trainings, events, programs, and initiatives;
- Maintain client files and make sure statistical information on services is complete;

- Maintain complete monthly and quarterly reports according to CCADV and The Alliance contracts and comply with other responsibilities as specifically required under the CCADV and Alliance Sub-Contract.

Other Requirements:

- Work collaboratively with The Center’s staff and actively participate in the daily operations;
- Work collaboratively with member programs and build strong, positive relationships;
- Think expansively by combining ideas in a unique way or making connections between disparate ideas and exploring different views from multiple perspectives;
- Translate informational and advocacy services between Portuguese and/or Spanish and English.

Qualifications:

- Bachelor’s degree in social service or related field and matriculating in a license track graduate program;
- Must be fluent in Portuguese and/or Spanish and proficient in writing;
- Must have strong computer skills and understanding of social media and relative technology;
- Comprehensive working knowledge of the dynamics of domestic violence and sexual assault;
- Comprehensive working knowledge of Safety Planning/Client Defined Advocacy as it relates to domestic violence and sexual assault victims and the development of a plan for their safety and the preservation of their right to self-determination;
- Basic crisis intervention and counseling skills, group facilitation skills;
- Knowledge of community resources;
- Effective oral and written communication skills;
- Ability to maintain service records, complete accurate statistical and narrative reports and submit them in a timely fashion in accordance with CCADV and The Alliance Program Standards;
- Ability to gather information from and assist a diversity of victims;
- Ability to develop effective written educational materials regarding domestic violence issues and resources available;
- Maintain certification with no less than ten (10) hours of in services annually, in issues related to domestic and sexual violence and advocate job enhancement skills;
- Ability to work as an individual as well as a team member;
- Strong organizational and interpersonal skills;
- Ability to be flexible and juggle multiple demands;
- Reliable transportation, valid driver’s license and working cell phone required.

Supervision: Supervision will be provided by the Manager of Counseling and Advocacy. The supervisor will oversee the work of the Bilingual Counselor; sign program reports; conduct verbal and written evaluations, as needed and on an annual basis. Additional assistance will be provided at regular meetings facilitated by The Center, CCADV, The Alliance, and through training programs and materials.

Accountability: Director of Victim Services

Hours of work: 35 hours per week as scheduled

Classification: Full-Time, Non-Exempt