



Title: Bilingual Family Counselor

Job Summary: The primary role of the Bilingual Family Counselor is to provide support, advocacy, safety planning, counseling, and educational services to individuals who come to The Center for Empowerment and Education (CEE) 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 violence program;
- Provide OVS SAVIN Victim Compensation information and assistance in filing compensation forms to clients;
- 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, sexual assault and its effects on victims, as well as children;
- 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, collaborative, positive relationships with co-workers and other community partners;
- Take initiative and/or independent action to ensure work responsibilities are carried out fully and completely;
- Obtain information and identify key issues relevant to long-term strategic planning for prevention of domestic violence and increased victim safety;
- Perform all job responsibilities in accordance with CCADV and Alliance standards, and Center policies and procedures;
- Travel as required;
- Participate in CEE staff meetings, trainings, events, programs, and initiatives;
- Maintain client files and make sure statistical information on services are complete;



- Maintain complete monthly and quarterly reports according to CCADV and Alliance contracts and comply with other responsibilities as specifically required under the CCADV Adult Advocate and Alliance Sub-Contract.
- Think expansively by combining ideas in a unique way or making connections between disparate ideas and explores different views from multiple perspectives;
- Translate informational and advocacy services from English into Spanish.

Qualifications:

- Bachelor's degree in social service or related field and matriculating in a license track graduate program;
- Must be fluent in speaking 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 as well as the preservation of their right to self-determination;
- Basic crisis intervention, counseling and 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 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;
- Valid driver's license, reliable transportation and working cell phone required.

Supervision:

Supervision will be provided to the Bilingual Family Counselor by the Manager of Counseling. The supervisor will oversee the work of the Bilingual Family 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 CEE, CCADV, The Alliance, and through training programs and materials.

Accountability: Manager of Counseling

Hours of work: 35 hours per week

Classification: Full Time, Non-Exempt

Salary: The salary range for this position is between \$24.00 and \$26.75 per hour