

<b>Job Title:</b>	<b>Counselor – Bilingual Spanish / English</b>	<b>Job Category:</b>	Professional
<b>Department/Group:</b>	Programs	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Richmond, TX	<b>Travel Required:</b>	To agency locations & apartments
<b>Level/Salary Range:</b>	Salaried	<b>Position Type:</b>	Full Time; Exempt
<b>HR Contact:</b>	Tina Hood	<b>Date posted:</b>	Click here to enter a date.
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	Click here to enter a date.
<b>External posting URL:</b>	<a href="https://fbwc.org/who-we-are/join-our-team/job-application.html">https://fbwc.org/who-we-are/join-our-team/job-application.html</a>		
<b>Internal posting URL:</b>			
<b>Job Description</b>			
<p><b>ROLES AND RESPONSIBILITIES</b></p> <p><b>Provide counseling and other direct services to agency clients as well as develop and implement education programs on family violence and sexual assault issues in the community. Services will be provided at FBWC’s Non-Residential office and other locations as needed.</b></p> <ul style="list-style-type: none"> <li>• Be professional, and abide by agency core values: <b>Service, Passion, Integrity, Respect, Innovation, and Teamwork.</b></li> <li>• Provide crisis intervention and individual, family and group counseling based on clients’ immediate issues and needs.</li> <li>• Provide assessment, treatment planning, diagnosis and therapy to clients.</li> <li>• Collaborate with other agencies to assure total care.</li> <li>• Maintain accurate service and counseling records. Ensure all documentation is completed in an accurate and timely manner including tracking counseling services performed and a monthly board report.</li> <li>• Serve as on-call counselor for crisis situations and participate in the HART (Hospital Accompaniment Response Team) program on-call rotation for a full week 3-4 times yearly.</li> <li>• Provide accompaniment to hospitals and to law enforcement or judicial system as needed.</li> <li>• Be knowledgeable about relevant community resources.</li> <li>• Be knowledgeable of laws related to domestic violence and sexual assault.</li> <li>• Coordinate with case managers and employment specialists to ensure client needs and goals are being met.</li> <li>• Advocate on behalf of client when necessary both within and outside of agency.</li> <li>• Be knowledgeable about multicultural issues and values.</li> <li>• Adhere to agency policies, counselor/social worker code of ethics and applicable state laws and regulations governing counselors.</li> <li>• Develop and conduct educational outreach programs on family and sexual assault issues in schools, hospitals, legal and law enforcement agencies, corporations, religious and other community groups.</li> <li>• Participate and/or present in domestic violence and sexual assault staff, volunteer, community and in-service trainings as needed.</li> <li>• Represent FBWC in community events, outreach and educational events as needed.</li> <li>• Attend staff meetings and trainings as requested.</li> <li>• Other duties as assigned.</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Master’s Degree in Clinical Psychology, Counseling, Social Work or related field with temporary or full licensure that ultimately allows independent practice in the state of Texas. Must have current malpractice insurance.</li> <li>• Bi-lingual in Spanish required.</li> <li>• Willing to learn and practice Neurofeedback and EMDR therapy.</li> <li>• Interest in victim issues.</li> <li>• Experience working with survivors of abuse and violence.</li> <li>• Clear and effective written and oral communication skills.</li> <li>• Strong planning, organizational and networking abilities.</li> </ul>			

- Basic computer skills (Office, Excel, Power Point)
- Have valid Texas Driver's License and carry auto liability insurance as required by the State of Texas.
- Pass a criminal background check and drug screening.

**PREFERRED SKILLS AND COMPETENCIES**

- An enthusiastic personality is a MUST! We assist those who are struggling to achieve self-sufficiency. It is a rewarding job, but one that requires a great deal of optimism.
- Previous experience working with individuals dealing with trauma (preferably domestic or sexual violence) is a plus but is not necessary.
- Demonstrate leadership, communication, and problem-solving skills in a manner that encourages and empowers clients to seek remedies for positive change.
- Displays ability and willingness to make appropriate decisions, responds compassionately to persons served while maintaining appropriate and professional boundaries, exhibits sound and accurate judgment, supports and explains reasoning for decisions, and includes appropriate people in decision-making process.
- Displays original thinking and creativity by meeting challenges with resourcefulness, generating suggestions for improving work, and developing innovative approaches and ideas.
- Shows tenacity and thoroughness, with the ability to solve practical problems and deal with a variety of situations.
- Team player who can roll up their sleeves and get involved in everything from big projects to mundane, simple tasks.
- Not easily frazzled, especially during crises.
- Possesses strong time management skills during busy and slower periods throughout the day.
- Applies basic strategies for good communication, including developing rapport and use active listening.
- Establishes/maintains trust and appropriate collaborative relationships with clients.
- Works with clients in a respectful and nonjudgmental manner while employing a victim-centered, strengths-based, and trauma-informed perspective.
- Supports clients' self-determination and informed decision-making.
- Respects client confidentiality and autonomy.
- Uses appropriate verbal and nonverbal communication to deescalate crises.
- Applies strategies for addressing conflict and moderating one's own verbal and nonverbal reactions to communications with clients and coworkers.
- Demonstrates ongoing efforts to improve skills in effective verbal and nonverbal communication, such as motivational interviewing, as well as cultural competency.
- Prioritizes/plans work activities using time efficiently; plans for additional resource needs. Sets goals and objectives and develops realistic action plans.
- Deadlines/solutions oriented with the ability to handle multiple competing priorities and wide-variety of responsibilities.
- Speaks clearly and persuasively in positive or negative situations, listens, asks for clarification, responds well to questions, and participates in meetings.
- Writes clearly, accurately, respectfully, and informatively; edits work for spelling and grammar.
- Follows instructions, responds to management direction, takes responsibility for own actions, keeps commitments, commits to non-traditional hours of work when necessary to reach goals, completes tasks on time or notifies appropriate person with an alternate plan.
- Travel required in greater Harris and Fort Bend County areas.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_