



Family Counseling Center of AWCA

Job Announcement

Mental Health Program Coordinator

Family Counseling Center of AWCA seeks a full-time mental health program coordinator who will coordinate mental health program as well as provide counseling services to individuals, families and groups.

AWCA is a 501c 3 not-for-profit organization operated by funds raised through grants, charity events and donations since 1980. With a strong emphasis on community outreach, the AWCA has provided much needed behavioral health, social welfare, health awareness, educational, and senior services for Asian Americans in NJ.

The Family Counseling Center (FCC) of AWCA serves the Korean-American community and Asian families in New Jersey by providing culturally appropriate counseling services to support their psychological, mental, and emotional well-being.

RESPONSIBILITIES

PROGRAM

- Coordinate and run overall Grace Hotline program activities including;
 - ✓ Answer Grace Hotline, provide telephone crisis interventions and conduct scheduled back-up coverage for hotline
 - ✓ Managing Grace Hotline volunteer activities (recruiting, training, facilitating regular meetings, scheduling shifts)
 - ✓ Keeping Hotline service records
 - ✓ Updating Hotline manual, directories and statistics

COMMUNITY EDUCATION & OUTREACH

- Provide educational workshops and seminars
- Establish and maintain collaborative relationships with other agencies
- Conduct and participate various community outreach activities

COUNSELING & ADVOCACY

- Conduct intake interview, comprehensive assessment, crisis intervention, treatment planning
- Provide counseling/psychotherapy to individuals, families and groups
- Advocate for clients as necessary
- Provide information and referrals

Administration

- Document and maintain records on all clinical and program activities
- Compile Hotline and counseling statistics and submit appropriate reports in a timely fashion
- Participate in various fundraising activities as needed

QUALIFICATIONS

- Master's Degree in social work, psychology, counseling or related field, NJ License preferred
- Experience in mental health field, counseling and/or the Korean American community preferred
- Bilingual in Korean and English, **REQUIRED**
- Excellent interpersonal and organizational skills
- Working well in team setting and ability to work independently
- Actively looking for ways to help people and seeking to develop one's own skills and knowledge as a clinician
- Computer competency in Microsoft Office Suite and internet research

Please send resumes to Mi Kyung Je, Executive Director of AWCA at fcc@awcanj.org or (fax) 201-862-1662. For more information please call at 201-862-1116.