



## Family Service Center of AWCA

Job Announcement

### Director of Family Service Center

Family Service Center of AWCA seeks a director to oversee operations as well as providing counseling services.

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 Service Center (FSC) 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

##### STAFF MANAGEMENT & ADMINISTRATION

- Manage staff, including recruitment, screening, and contracting; provide supervision and consultation for therapists
- Document and maintain records on all clinical and program activities
- Compile statistics and submit appropriate reports in a timely fashion
- Take part in weekly agency staff meeting and monthly board meeting
- Perform other duties assigned by Executive Director

##### PUBLIC RELATIONS & OUTREACH

- Develop and supervise various community outreach activities and other events (*including appearance on media and writing articles on newspapers*)
- Establish and maintain collaborative relationships with other agencies
- Implement grant and other fundraising strategies, including researching funding sources, approaching funders, submitting grant proposals, and administering records and documentation to assure compliance with all funding requirements
- Organize educational workshops and seminars for volunteers and community members
- Participate in the agency's events and activities

## COUNSELING & ADVOCACY

- Conduct intake interview, comprehensive assessment, crisis intervention, treatment planning
- Provide counseling/psychotherapy to individuals, families and groups
- Answer Grace Hotline, provide telephone crisis interventions and conduct scheduled back-up coverage for hotline
- Advocate for clients as necessary

## QUALIFICATIONS

### EXPERIENCE

- At least 3 years of experience in mental health counseling and other related fields
- Experience in the coordination and administration of mental health service preferred, but not required

### LICENSES/CERTIFICATIONS:

- Master's Degree or Doctoral Degree in social work, psychology, counseling or related field, NJ License REQUIRED
- Oral and written fluency in English and Korean
- 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 [awca.mje@verizon.net](mailto:awca.mje@verizon.net) or (fax) 201-862-1039. For more information please call 201-862-1665.