THE KOREAN AMERICAN FAMILY SERVICE CENTER

Job Announcement

**Bilingual Counselor**

Status: Regular Exempt Part-time

Reports to: Director of Clinical Services

**BACKGROUND**

The Korean American Family Service Center is a leading, nonprofit organization that supports and empowers adults, youth and children to lead safe and healthy lives based on dignity, compassion and mutual respect. We are committed to preventing and ending domestic violence and relationship abuse, and creating a violence-free society. KAFSC has a dynamic team of 32 full-time and part-time staff members and an annual operating budget of over 1.6 million dollars.   [www.kafsc.org](http://www.kafsc.org/" \t "_blank)

**KEY RESPONSIBILITIES**

Counseling, Case Management & Advocacy

       Ensure that all families and individuals have a safety plan and a full family assessment

       Provide crisis intervention and therapeutic counseling for individuals and families affected by domestic violence via hotline and/or in person

       Identify strengths and needs of individuals and families and establish individualized plan for each client

       Provide comprehensive quality advocacy and case management services

       Work closely with social workers to provide assistance in seeking housing, employment, child care, financial assistance, and other needed services

       Make appropriate referrals (police, court, shelter, hospital, DA’s office, etc.) and provide advocacy and interpretation

       Ensure professional relationships with clients to create an atmosphere of empathy, safety, & support

       Co-organize and assist with WISH support groups for children

       Facilitate Parenting Education/Project AIM for children and parents with other social workers

       Maintain a working knowledge of New York domestic violence service partners

       Foster and maintain constructive working relationships with law enforcement, legal service agencies, courts, NYC Family Justice Centers, ACS, and other community organizations

       Serve as a backup counselor for the 24-hr Hotline

**Community Education & Training**

       Provide peer support and subject-specific trainings to staff, interns, hotline volunteers and community members as needed

       Conduct and participate in agency-wide outreach

**Administration**

       Ensure that all client records and documentation are complete, accurate and up-to-date

       Prepare documents, reports, and statistics for all appropriate, program-related activities

       Actively participate in bi-weekly clinical case conference meetings and present cases

       Actively participate in bi-weekly staff team meetings, collaborative meetings, annual board/staff retreat, and other fundraising events

       Carry out other duties as assigned by immediate supervisor and Executive Director

**QUALIFICATION**

         Bachelor's degree in Social Work, Counseling, Psychology, or related fields.

         MSW or Master’s degree preferred.

         Knowledge of the dynamics of family violence or sexual assault or/and experience working with individuals who have experienced trauma

         Oral and written fluency in English and Korean

         Familiarity with Korean/Asian and immigrant community a plus

         Sound judgment and a strong sense of social justice and activism

         Collaborative attitude, positive attitude and sense of empathy towards victims

         Strong dedication to furthering victims’ rights

         Computer competency in Microsoft Office Suite and the Internet search

**WORKING HOURS**

**At least 32 hours** per week (four days/week, 80% of FTE) but can be flexible.

May be eligible for KAFSC benefits include paid holidays, sick days, and vacations as well as health insurance after introductory period and as funding permits.

Salary commensurate with education and experience.

Location: Flushing, NY.

**HOW TO APPLY**

Send resume and cover letter to Ms. Hee Ok Kim, Director of Clinical Services at [heeok@kafsc.org](mailto:heeok@kafsc.org" \t "_blank).  No phone calls please.  KAFSC is an Equal Opportunity Employer.

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Jungsook "Grace" Yoon, Executive Director  
Korean American Family Service Center (KAFSC)

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**뉴욕가정상담소** | PO Box 541429, Flushing, NY 11354 | 718.460.3804  | 24hr Hotline 718.460.3800  | [gyoon@kafsc.org](mailto:jerry@kafsc.org" \t "_blank)

*Join Us!* **Saturday, June 14, 2014**

Youth Community Project Team (YCPT)'s Original student-led production

*["Love Isn't Always On Time"](http://kafsc.org/ycptconcert" \t "_blank)*