

**THE WOMEN'S CENTER
JOB DESCRIPTION**

Bilingual Counselor (Spanish)

POSITION: Part -time, 24 Hours, M - Fri. Some Evenings and weekends required.

CLASSIFICATION: Nonexempt

DEPARTMENT: Counseling

REPORTS TO: Counseling Program Manager

SALARY GRADE/LEVEL/RANGE:

LOCATION: 505 BUILDING

JOB DESCRIPTION

The Women's Center is committed to providing safety, shelter, support, and confidentiality to assist in the educational development and emotional stability of the women and families served.

SUMMARY/ OBJECTIVE: The primary responsibility of this position is to provide counseling, advocacy, and supportive services to Spanish-speaking survivors of domestic violence and sexual assault.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Counsel clients, individually or in group sessions, to assist in overcoming interpersonal abuse, adjusting to life, or making changes.
- Guide clients in the development of skills or strategies for dealing with their problems.
- Provide crisis intervention, advocacy and educational services, and provide community referrals for clients.
- Maintain confidentiality of records relating to clients care.
- Assess clients for risk of suicide attempts.
- Facilitate support groups and workshops.
- Advocate for clients with legal, medical and other community systems.
- Conduct public education presentations and assist in training sexual assault and/or domestic violence advocates.
- Provide telephone crisis counseling.
- Adhere to organizational compliance with all local, state and federal regulatory agencies
- Ensure the completion of client-related paperwork, including federal- and state-mandated forms, progress notes and statistical reports in accordance with company procedures.
- Ensure compliance with all safety and work rules and regulations. Ensure the maintenance of departmental housekeeping standards
- Maintain respect and confidentiality of all clients utilizing services
- Completes other duties as needed and/or requested by supervisor to align with mission and vision of the organization

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS:

- Knowledge of domestic violence and sexual assault/abuse, as well as child abuse and neglect.
- Experience working with trauma survivors.
- Strong counseling/ crisis intervention skills, including group facilitations skills
- Excellent communication and public speaking skills, Written and oral – talking and writing effectively in order to convey information appropriately to needs of the audience.
- Proficient with Microsoft Office Suite.
- Excellent organizational skills and attention to detail.
- Sensitivity to women's issues
- Ability and willingness to work both individually and as part of a team with other staff in provision of services to residents.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension — understanding written sentences and paragraphs in work related documents.
- Manage one's own time and the time of others.
- Actively looking for ways to help people
- Adjusting actions in relation to others' actions
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Consider the relative costs and benefits of potential actions to choose the most appropriate one.
- Monitoring/Assess performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Knowledge of the Hispanic culture, immigration resources and experience working with a diverse population within the Hispanic community.

EDUCATION/EXPERIENCE:

- Bachelor's Degree in Social Work, Counseling, or other related degree required, Master's Degree preferred.
- 1 year of experience working with DV/ SA populations preferred

LANGUAGE SKILLS: Ability to read, write and comprehend English and Spanish.

REASONING ABILITY: Ability to utilize critical thinking- such as using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

CERTIFICATES, LICENSES, REGISTRATIONS: Requires a valid Wisconsin Driver's license and proof of insurance.

OTHER SKILLS AND ABILITIES:

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This is a largely sedentary role; however, some filing is required.
- This would require the ability to lift up to 25 pounds.
- May require some movement up and down stairs.

WORK ENVIRONMENT: The Work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

- Works predominantly indoors, but may need to go between different buildings.
- The noise level in the work environment is usually moderate.
- The employee may perform some work- related travel.

ADA: The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

AAP/EEO: The Women's center is an equal employment opportunity and affirmative action employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, status as a qualified individual with a disability, or any other characteristic protected by law.

This Job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

Signatures: