



Title Job Description

Title: Family Support Services Counselor/ Full-time position

Department: Youth and Family Services

Reports to: Team Leader

Job summary: A Counselor delivers services to clients of Hudson County on an individualized or group basis in efforts to address a myriad of social needs. The service population consists primarily of victims of Domestic violence and families in crisis. Under the immediate supervision of the Team Leader and the general supervision of the Director of Youth and family Services, a Counselor is responsible for the following activities:

Summary of essential job functions:

Program Administration:

- Responsible for the effective and efficient provision of supportive counseling services to clients
- To interact regularly with the FSS Team and Team Leader to inform, advise, and guide social service support to all FSS clients
- To participate in case conferences and all Team and Department meetings as required by the Team Leader and the Director of Youth and Family Services
- Maintain programmatic relationships with the funding sources for the program and department as a whole
- Compile weekly and monthly program statistics and forward them onto the Team Leader
- Assist other Department staff in servicing callers and walk-in's as necessary
- All other duties as assigned

Employee Responsibilities

- To conform to all WomenRising guidelines, standards and policies.
- Participate in all staff development seminars and Departmental, Team, and Special Call meetings for the Youth and Family Department, as well as agency wide special project Improvement Teams (as needed), and agency wide events (i.e. All Staff Day)
- Responsible for timely and accurate submission of all case documentation, monthly, quarterly, and all other program and department paperwork

Case Management

- Assist in identifying and maintaining records of community resources and program service providers
- Assess client experiences, needs, and goals
- Work collaboratively with the Team Leader and other team members
- Ensure the confidential treatment of all case records and other department paperwork
- Assist clients in the development of their Service Plans

- Assist in the assessment of client's needs; refer to other service providers and monitor results as necessary
- Maintain records and statistics on client progress
- Advocate, as needed, for clients with other organizations providing services
- Provide a supportive, nonjudgmental and proactive environment
- Complete the Intake and assessment process for all clients
- Report any suspected child abuse or neglect to DYFS

Minimum requirements

- BSW or BA in a related field required
- Counseling experience preferred
- Knowledge of Mental Health issues and Domestic Violence
- Familiarity with Hudson County resources and the Jersey City community
- Flexible hours required; some evening and weekend hours may be necessary
- BILINGUAL (English/Spanish) A MUST- reading, writing, and speaking
- Danger Assessment Certification

Abilities required

- Self-directed and highly motivated
- Work well and effectively in a team environment
- Work cooperatively with members from the community
- Advocacy skills
- Computer literacy, effective communication and organizational skills
- Effective problem-solving skills

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by the receptionist. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties in addition to those outlined above from time to time, as needed. WomenRising is an Equal Opportunity Employer

Cover letter and resume may be submitted by way of:

Mail: WomenRising, Inc., Attn: B. Santana, 270 Fairmount Avenue, Jersey City, NJ 07306

Fax: (201) 333-9305, Attn: B. Santana

Email: bsantana@womenrising.org

No phone calls please.