

## **Counseling Services Coordinator (CSC)-Non-Res.**

Esperanza Shelter for Battered Families, Inc.

**INDUSTRY:** Non-Profit, Domestic Violence Emergency Shelter

**LOCATION:** Santa Fe, NM

**APPLICATION DEADLINE:** 8/27/10

**JOB TYPE:** Part-time

**WORK SCHEDULE:** 30-35 hours per week

**JOB DUTIES:** The CSC of Esperanza is responsible for working with the Executive Director (ED) to develop, maintain and ensure the effectiveness of the non-residential counseling services. Our counseling program is designed to effectively reduce the existence of domestic violence in our community through our work with offenders, survivors and children who have experienced domestic violence. Esperanza currently facilitates weekly non-residential counseling groups including groups for Spanish-speaking and LGBTQ survivors and offenders. Reports to: Executive Director  
**Responsibilities and Duties:** 1. Prioritizing services, which effectively address the problem of domestic violence in service to the community. 2. Implement and supervise appropriate and effective counseling activities and delivery of client services. Oversee individual and group counseling interventions provided to the diverse client population of Esperanza ensuring that counseling services are of the highest quality. 3. Supervise all non-residential counseling staff and ensure that counselors and interns comply with agency caseload requirements and meet or exceed state, federal and agency standards for file maintenance. Review all case files and plans, is responsible for staff evaluations and works with the ED to determine overall employee performance. 4. Identify with the ED appropriate and needed training for Esperanza staff that enhances their understanding of domestic violence and increases skill. Coordinates and is available to present in-service trainings to staff. 5. Utilize effective human resource and management skills. 6. Train staff on effective handling of problematic issues in client services, client behaviors or staff skill level. 7. Coordinate and supervise all aspects of counselor scheduling, from initial client contact with agency through to discharge and follow-up. 8. Together with counseling staff, develop and maintain an effective psycho-educational and skill-building curriculum, which effectively address the issues relevant to survivors, offenders, and children who experience domestic violence. 9. Facilitate at least one support group and cover groups when counselors are unavailable. 10. Provide identified clients with a Mental Health Diagnostic Evaluation as outlined in the CYFD Service Definition Manual and make necessary and appropriate referrals. 11. Develop, implement and maintain Counseling policies and procedures. Ensure that counseling program policies and procedures are clear, relevant and thorough. 12. Provide support and assistance for the ED in developing an effective outreach and education program for the community and other service providers. 13. Maintain comprehensive resource and referral information for use in counseling programs. 14. Develop, implement and maintain data collection protocols for measuring counseling program outcomes, program effectiveness and follow-up for the client population. Board Approved 5/2004 15. Work with the ED and the other pertinent staff to see that data collection and analysis is accurate and that the agency's technical systems meet the needs of the counseling services department. 16. Provide the ED with annual budget figures for all related counseling program costs, materials and resources. 17. Adhere to the highest standard of professional conduct, policies and procedures of the agency and appropriate code of ethics. If interested, please submit resume, cover letter and three professional references to: Executive Director.

**MINIMUM SKILL REQUIREMENTS:** Master's Degree in a related field, New Mexico Licensure (required) as LISW, LPCC, LMFT, Psychologist or Psychiatrist; 3 years supervisory experience, with a minimum of 2 years direct services in domestic violence setting; multi-cultural training, bilingual (English/Spanish) preferred. Experienced with mental health evaluation. Understanding and sensitivity to issues of cultural and relational diversity. Satisfactory clearance of a Criminal Records Check. Ability to adhere to strict standards of confidentiality. Some evenings required

**PREFERRED SKILLS:**

**WAGES:** \$35,000-\$43,000

**BENEFITS:** HEALTH, DENTAL, , VACATION, retirement

**APPLY BY:** Email, , , Mail, ,

**REQUIRED DOCUMENTS:** Resume, Cover letter,

### **CONTACT INFORMATION:**

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