Youth and Family Counselor Job Description

Job Title: Youth and Family Counselor
Supervised By: Children & Youth Counseling Manager
Classification: Full-Time Salaried, Exempt
Anticipated Start Date: November 2019

ORGANIZATIONAL SUMMARY
Between Friends envisions a community without domestic violence where equality, safety, and justice exist for all. Between Friends provides a safe, supportive and empowering environment for individuals and families in crisis. Between Friends' counselors and advocates empower individuals to make their own decisions and choices, rather than making choices for them. Between Friends helps victims and children to recognize that their experience is shared and that the problem of domestic violence is social and political. To learn more about its programs.

POSITION SUMMARY
The Youth and Family Counselor is responsible for the development and delivery of clinical services related to teens that have witnessed domestic violence and/or have been involved in dating relationships where they have been abused. The Youth and Family Counselor provides individual, family, and group counseling services for children, youth, and adults at schools and at the agency’s main office.

RESPONSIBILITIES
Program-Clinical (70%)
- Provides individual, group, and family counseling services, case management, and referrals to children, youth, and caregivers as determined by client and community. Carry a caseload of 10-15 individual clients and facilitate at least one group per week
- Plans, implements, and evaluates the counseling services for teens and their families in coordination with the Children & Youth family Counseling Manager
- Collaborate with agency’s teen dating violence prevention program to coordinate counseling services for teens in their program as needed
- Provides outreach and education to the community about the services available to teens, children and adults at Between Friends
- Identifies and develops partnerships with local organizations and schools for service engagement
- Provides individual economic counseling with clients, which includes enrollment, completing an assessment, and collaborating with a client to establish, review, and complete goals on an economic stability plan
• Facilitates trainings on the effects of domestic violence on teens and teen dating violence intervention strategies for the agency’s 40-hour domestic violence trainings and other trainings as requested

Administrative (30%)
• Maintains updated and accurate case documentation and submits necessary information to the Children & Youth Counseling Manager for statistical reporting
• Participates in individual and group clinical supervision
• Follows all Counseling and Support Services Program policies and procedures to ensure the compliance with agency, funder and contract standards/requirements
• Stiffs the crisis line on an as-needed basis
• Participates in in the on-call crisis line rotation
• Participates in a variety of coalitions and committees to form collaborative responses to domestic violence specifically related to teens
• Participates in agency events as needed or required
• Provides services as determined by Board of Director’s policies
• Completes other duties as assigned

EDUCATION, EXPERIENCE, & QUALIFICATIONS
• Masters Degree in social work or related field; 40-hour domestic violence training required upon hire
• Experience providing counseling services to adolescents, children and their families required. Experience in planning and implementing programming for teens preferred. Experience in the field of domestic violence preferred. PC Literate with experience in word processing
• Bilingual Spanish/English strongly preferred
• Professional license (LSW/LCSW or LPC/LCPC) Preferred

WORK ENVIRONMENT
• This position operates in a professional office environment that is not fully accessible. There are two flights of stairs and no elevator. Multiple days per week, this position operates on-site at schools
• This role routinely uses office equipment such as computers, phones, photocopiers, scanners, filing cabinets, and fax machines
• This is a full time position. Two evenings of work per week are required and Saturdays occasionally may be required
• Some travel to off-site locations may be required
• Workplace is a smoke and drug-free environment
• Equal Opportunity employer. Decisions and criteria governing the employment relationship with all employees are made in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service and/or marital status, order of protection status, handicap, disability, or any other factor determined to be unlawful by federal state, or local statutes.
Between Friends requires absolute confidentiality with regard to our clients and staff. No information about clients, their families, or their interactions with our staff can be disclosed without expressed written permission of all parties involved. Between Friends also strives to maintain confidentiality of our location, only vendors and contractors that must know our locations should be given the exact location of our office.

**BENEFITS**

- Comprehensive benefits package (with some employee contributions) includes medical, dental, and vision insurance
- Full time employees are eligible for a 20 paid day sabbatical after completion of 5 years of employment
- 24 days of paid time off accrued during the first year, and 11 paid holidays

**TO APPLY:**

- Submit thoughtful cover letter including why you are interested and qualified for this position, resume, and salary requirement to: careers@betweenfriendschicago.org
- Please write your name (Last, First) and Youth and Family Counselor in the subject line of your e-mail
- Incomplete applications will not be accepted
- No phone calls please