

**Coalition for Hispanic Family Services
JOB DESCRIPTION**

Program: Children’s Community Residence (CCR)
Job Title: Counselor Full-Time & Part-Time Positions Available
Reports To: CCR Director
Date Available: **Immediately**
Date Posting: **August 3, 2023**

To apply: Submit a resume and cover letter with qualifications to Yudelca DeLa Cruz @ydelacruz@hispanicfamilyservicesny.org

ABOUT COALITION FOR HISPANIC FAMILY SERVICES (CHFS):

CHFS is a community- based, family-focused organization of color providing an array of services to children and families in North Brooklyn and Western Queens. For over 33 years CHFS has worked with vulnerable populations that include children in foster care, seriously emotionally disturbed children and youth and families at risk of abuse and neglect. Our strength-based model also supports progressive youth development programs, family support services and community school partnerships. The provision of accessible, high-quality family focused services to families of color is central to our holistic approach of strengthening families in a culturally competent manner. Our family- centered work serves to strengthen communities one family at a time.

JOB SUMMARY

The primary responsibility of the Counselor is to supervise and ensure the provision of rehabilitative treatment services for children and youth (ages 8-12) struggling with behavioral and emotional challenges through a 24-hour care setting that is consistent with the vision, mission and core values established by Coalition for Hispanic Family Services. The Counselor is an integral part of a team responsible for the implementation of culturally competent, strength-based and integrated service delivery from the point of intake through discharge for all children, youth and families receiving services.

Essential Duties and Responsibilities:

Counselors will be responsible for the daily supervision and care of residents in the program. Counselors must have an associate’s degree or bachelor’s degree in human services and experience working with children who have experienced trauma. Interest and knowledge in working with children who are experiencing social, emotional, mental health and/or behavioral challenges preferred. All counselors shall:

- Provide individualized care and supervision of each resident
- Model positive behaviors and implement the core values
- Use strength-based intervention, communication and practices to build assets/resiliency
- Assess, instruct and measure daily and independent living skills
- Provide a therapeutic milieu and promote appropriate socialization

- Assist in Creating a warm, caring, home-like environment by modeling responsibility and pride in performing household duties
- Participate in the service planning and review process
- Deliver rehabilitative services in accordance with service goals and objectives
- Employ trauma-sensitive practices
- Accompany, supervise, and provide transportation (when necessary) for appointments, home visits, sibling visits and activities
- Promote family involvement and reunification as appropriate, especially through regular and on- going communication with families, strength-based approaches, and creative strategies to strengthen child/family relationships
- Ensure adherence to medication regimen
- Foster child's control of own behavior
- Provide crisis intervention
- Report incidents, occurrences or untoward events to the supervisor as soon as they occur and complete appropriate agency paperwork (entry in progress note, log or internal incident report)
- Complete all assigned documentation in a timely fashion
- Assist in residence household duties (general cleaning, laundry, shopping, meal planning and preparation); train and supervise children in developing these skills
- Ensure all youths have proper clothing for all seasons (includes underclothing), shoes (daily and dress up shoes), sneakers (at least 2 pairs), raincoats, spring jackets, winter coats, gloves (for snow and cold days), scarves, hats, at least

Qualifications:

- Associates or Bachelor's degree in human services and interest in working with children and adolescents with behavioral and emotional challenges.
- High school diploma considered with 2-3 years of experience working with children in the human services field.
- Strong interest and motivation in learning on how to effectively work with children who are experiencing social, emotional, mental health and/or behavioral challenges.
- Strong writing/record keeping skills
- A high level of tolerance and patience
- A belief that children have the capacity to change regardless of their circumstances or behaviors
- Able to collaborate with interdisciplinary team
- Bilingual – English/Spanish, preferred, but not required
- A driver's license
- Good computer skills; knowledge of Microsoft Office Suite and Microsoft Internet Explorer.
- Understanding and appreciation of the roles of race, religion, ethnicity, sexual preference, and individual values as they relate to servicing clients and families
- Willingness to work in-person in a residential setting.

SALARY:

- Salary based on experience and qualifications. \$30,000 to \$35,000 annually based on credentials and experience. Excellent benefit package, ample vacation, holidays and sick days.

TO APPLY, PLEASE SEND RESUME AND COVER LETTER

TO: ydelacruz@hispanicfamilyservicesny.org