

NEW JERSEY ASSOCIATION ON CORRECTION

"Helping People With A Past, Build A Future" Since 1961

JOB DESCRIPTION/POSTING

Job Title	Reports to:	FLSA Status:	Department:	Level:
Bilingual (Spanish Speaking) Counselor/Case Manager	Clinical Coordinator	Exempt	CCWC PALS Outreach	PROFESSIONAL III
If interested please submit your application to:				
Rachel Verdi, Clinical Coordinator				
Email: rverdi@njaconline.org FAX: 856-964-4998				

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to:

General Responsibilities:

At the direction of and in collaboration with the PALS Clinical Supervisor/Coordinator, carries the responsibility for providing counseling/therapy services to families and child witnesses of domestic violence.

- Provide a safe, non-judgmental, and empowering environment to clients and staff.
- Responsible for ensuring the following services are provided to non-residential clients: Case management, intake appointments, individual counseling, groups, client advocacy, concrete service resources and referrals, and crisis intervention.
- Communicate with parent/guardian each week before individual child sessions and as needed to facilitate families attaining their goals.
- Provide case management and assistance with locating and obtaining resources.
- Work collaboratively with agency staff and community agencies to facilitate the delivery of services. Provide domestic violence information and referrals to outside agencies.
- Represent the agency to other organizations as assigned.
- Provide and maintain adequate client records, reports, and statistics.
Program development including: working on special projects to benefit clients, the program, and the agency, assessing the need for additional client resources and services, and submitting ideas for program improvements to the Clinical Supervisor.
- Provide coverage, on an as-needed basis, for other therapist working with child victims of DV.

Specific Duties:

- Scheduling and the provision of the following direct services: intakes, individual and group counseling, client advocacy, concrete service resources and referrals, crisis intervention.
- Documentation: maintain case records for individual and group clients, complete service schedules, administer and score evaluations and assessments, maintain client milestones charts, and other records as needed.
- Submit monthly statistical reports for case management, individual and group counseling, and monthly accomplishments.
- Attend and actively participate in weekly supervision, case management meetings, staff meetings, and in-services.
- Other duties and responsibilities as needed and directed by the PALS Clinical Supervisor/Coordinator.

Supervisory Responsibilities: This position has no supervisory responsibility.

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EDUCATION/EXPERIENCE:

The successful candidate should have a Master's degree in Social Work, licensed social worker a plus and experience with case management, individual and family counseling, must have DV experience with excellent crisis intervention skills. BA/BSW with extensive experience may be substituted for the degree requirements.

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

GENERAL SKILLS & REQUIREMENTS:

Proficiency in written and verbal communication is required.

Attendance and participation in staff meetings and supervisory conferences throughout NJ is also required. The ability to observe and follow established administrative procedures.

Valid operators' license; ability and willingness to travel off site.

Flexible work schedule.

COMPUTER SKILLS:

Strong computer skills required, including Windows and Microsoft Office products.

ASSOCIATION PHILOSOPHY:

All Association employees must be committed to the New Jersey Association on Correction's philosophy:

To promote social justice and human dignity in the policies and institutions which govern offenders and victims of crime through educational, legislations and rehabilitative programs.

The New Jersey Association on Correction is an Equal Opportunity/Affirmative Action Employer and will consider all qualified applicants without regard to race, color, religion, sex, national origin, lawful political affiliation or group membership, physical handicap, age, marital status, sexual orientation, prior involvement in the criminal justice system, off the job lawful activities or physical appearance.

The New Jersey Association on Correction is a 501(c)(3) nonprofit organization founded in 1961 that provides services in seven New Jersey counties to survivors of domestic violence and sexual assault, persons with HIV/AIDS and those who are reentering society following incarceration. For more information see www.njaonline.org.