



## The Center for Family Justice

753 Fairfield Avenue  
Bridgeport, CT 06604  
(203) 334-6154  
[www.centerforfamilyjustice.org](http://www.centerforfamilyjustice.org)

### Job Description

#### **Title: Bilingual Clinician and Coordinator of LatinX Community Services**

Date: November 2019

Reports to: Director of Youth & Adult Services

Status: Full-Time, Exempt

#### **Summary**

Supervises and supports The Center's LatinX Community Services department, which provides intake, crisis intervention, advocacy, short-term counseling, case management and referrals for victims of domestic violence/intimate partner violence. In addition, this position will also provide clinical services to LatinX domestic violence survivors.

#### **Responsibilities**

##### **Program**

- Provides intake, crisis intervention, advocacy, short-term counseling, case management and referrals for victims in crisis as a result of domestic violence and/or sexual assault (as needed).
- Assesses clients within the programs for clinical mental health needs and provide clinical counseling when appropriate.
- Provide clients with support from a trauma informed, strength based and client defined advocacy model of service.
- Refers and connects clients to community resources.
- Provides specific oversight, support, leadership and program development to the LatinX Community Services department including individual supervision, unit meetings, and yearly evaluations.
- Advises the advocates in client interactions and crisis intervention.
- Meets expectations of funding sources in terms of contract requirements. Review client services and statistics to ensure adherence to funding/contract requirements.
- Attend meetings and trainings with state coalitions.
- Maintains accurate case files and enters data into client database as soon as possible.
- Works collaboratively and cooperatively with staff, volunteers and community groups.
- Ability to provide individual and group counseling in both Spanish and English.
- Assists the Director in developing, implementing and monitoring long-term goals and objectives to achieve the successful outcome of the program.

## **Agency**

- Participates in all appropriate Center meetings and trainings.
- Provides staff with cultural competency trainings and technical assistance.
- Supervises Master's level interns.
- Provides culturally specific outreach to community partners that work with underserved populations.
- Special projects as assigned.

## **Qualifications**

### **Required**

- Master's degree from an accredited college in Counseling, Social Work, Marriage and Family Therapy or related field. Licensure as a mental health practitioner in the State of Connecticut as required. Knowledge of trauma informed treatment and techniques.
- Knowledge of assessment tools and research in the mental health field and willingness to participate in data collection, storage, and analyzing of same for program effectiveness.
- Bilingual English/Spanish- Fluency.
- Understanding of trauma informed services and practice.
- Strong commitment to The Center's mission.
- Satisfactory completion of The Center's certification training.
- Excellent verbal and written communication skills required.
- Must have good organizational skills.
- Ability to work with diverse populations.
- Daily access to a car with a valid CT driver's license.

### **Preferred**

- Computer literacy, including data entry experience, utilization of software packages, Microsoft word and internet/e-mail.
- Experience with case management software.

**Note:** The above statements are intended to describe the general nature and level of work being performed by people assigned to the classification. They reflect the essential elements and general responsibilities of the position, but are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The performance of all essential functions listed is subject to reasonable accommodation in accordance with the Americans with Disabilities Act.