

## *Enlace Comunitario is an Equal Opportunity Employer*



### **Enlace Comunitario Job Description: Counselor/Social Worker**

**Department:** Intervention

**Reports to:** Clinical and Quality Assurance Supervisor

**Supervises:** N/A

**Status:** Exempt

**Grade:** 4-a (with independent license) or 4-b (without independent license)

#### **SUMMARY**

Under general supervision, provides a range of psychological assessment, diagnostic, therapeutic, and/or case management services for children, women, groups, and/or families, as appropriate to the specific expectations of the position. May provide practical training and guidance to students and/or paraprofessional staff, as required.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides counseling, therapy, and/or psychotherapy to Spanish-speaking children, women and families experiencing domestic violence as appropriate to the position; prepares treatment plans, discharge plans, and follow-up care programs; provides therapeutic crisis intervention and emergency services as required.
- Collects data about clients through interview, case history, psychological tests, and/or observational techniques; evaluates data to identify causes of problems and to determine proper therapeutic approach or referral to other specialists.
- Provides casework management of a specialized caseload, as appropriate to the requirements of the individual position; performs research and case assessments; prepares individualized studies for admission, placement, and /or discharge, as applicable.
- Provides and/or arranges for therapeutic interventions as appropriate for children or adults in a crisis condition and for those with serious disturbance problems.
- Follows up to determine reliability and validity of treatment used; makes recommendations regarding modification to services and service delivery.
- Consults with other legal and treatment agencies and individuals in relation to patient/client records, rights, and responsibilities.
- Consults with other therapists and related professional and paraprofessional staff, as appropriate, in the performance of therapeutic and/or casework; refers clients to appropriate service agencies as required.
- Participates in the review of clinical issues and program policies and procedures.
- Participates in, leads, and/or coordinates training sessions and workshops to enhance treatment skills.
- Conducts training on life skills and parenting for children and women.
- Documents all client encounters and contacts made on behalf of clients.
- May lead paraprofessionals in performance of clinical duties.
- Participates in agency planning and organizational development;

#### **General Responsibilities:**

- Demonstrates a commitment to immigrant rights, gender equality and other issues of social and economic justice.
- Embraces and follows Enlace's values, mission, policies and goals.
- Practices interpersonal and communication skills, including ability to navigate and resolve conflict in a manner that values and respects relationships with colleagues inside and outside the organization.
- Avoids and extinguishes hearsay and rumors, including gossip, and engages in direct communication with a solutions-oriented approach.
- Exercises emotional maturity, sense of humor and the ability to maintain balance and perspective.

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- Is a flexible team player who works collaboratively, shares responsibilities and supports and acknowledges colleagues' contributions.
- Respects differences of race, ethnicity, age, gender, sexual orientation, gender identity, religion, ability, arrest or conviction history, and socio-economic circumstances.
- Participates in agency planning and organizational development;
- Other duties as assigned.

The duties and responsibilities outlined above do not comprise a comprehensive list but are intended to provide a representation of the general nature and level of work performed by an employee in this capacity. Enlace Comunitario maintains the right to augment or delete duties and responsibilities as business dictates.

### **KNOWLEDGE, SKILLS AND ABILITIES**

**Note:** A person is not required to disclose information about mental or physical limitations that may potentially interfere with work performance. However, a reasonable accommodation is only possible if the employer is notified of modifications that may be necessary allowing an incumbent to adequately perform the duties of the position. The following characteristics are essential to the performance of this position.

- Knowledge and understanding of clinical social work and mental health counseling principles, methods, procedures, and standards.
- Interviewing and psychological evaluation skills.
- Knowledge of psychological test administration, scoring, and interpretation.
- Knowledge of case management.
- Ability to apply mental health counseling methods and techniques. Knowledge of crisis intervention techniques.
- Ability to maintain emotional stability to cope with human suffering, emergencies, and other stresses.
- Ability to evaluate the progress of therapeutic programs and to make individual modifications.
- Knowledge of legal and ethical issues related to patients' rights.
- Knowledge of community mental health resources.
- Knowledge of clinical operations and procedures.
- Knowledge and understanding of clinical counseling principles, programs and methodology.
- Ability to develop and present educational programs and methodology.
- Ability to develop and present educational programs and/or workshops.
- Must have strong verbal and written communication skills in both English and Spanish.
- Must demonstrate a commitment to social justice issues, such as immigrants' rights and the prevention of domestic violence.

### **MINIMUM POSITION QUALIFICATIONS**

Masters Degree in Counseling or Social Work. State of New Mexico LMSW, LCSW, LISW or New Mexico Licensure as LPCC, or LMHC or out of state licensure eligible for NM licensure. Six to twelve months directly related experience, which may include internship and /or practicum.

### **EMPLOYMENT SCREENING AND COMPLIANCE**

- Individual will be subject to a CYFD background check.
- Employee must comply with all operational policies, especially those involving the safety of fellow workers, volunteers, and clients/customers.
- Employee must maintain a current and valid driver's license to perform work duties if position requires activities that require travel by motor vehicle.
- Employee must have and maintain a clean driving record.

### **ENVIRONMENTAL WORK CONDITIONS**

- Most essential duties are performed in an office environment with exposure to a variety of business equipment and other pertinent materials normally found in this type of work setting.
- Work is normally performed in an area permitting partial-to-total privacy.
- Often, the work requires travel to other locations throughout the city, state, and country.

### **EMPLOYEE ACKNOWLEDGMENT**

I have read and understand the above job description and agree to adhere to the duties set forth in said description.

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\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date Signed