

## JOB DESCRIPTION

**POSITION:** Mental Health Counselor  
**DIVISION:** Youth, Family and Health Services  
**EMPLOYMENT CLASSIFICATION:** Full-time  
**SOC CODE:** 21-1014

**LOCATION:** 76 Clinton Avenue, Newark, NJ  
**REPORTS TO:** Health Services Unit Manager  
**FLSA STATUS:** Non-exempt  
**COMPENSATION:** Salary Range: \$41,000 to \$44,000 dollars per annum (*Commensurate with Experience and Education*)

**BENEFITS:** La Casa offers a generous benefits package, including paid holidays, Paid Time Off (PTO) if eligible, Paid Sick Leave (PSL), 401k with employer match upon eligibility, and health, dental and life insurance benefits if you meet the eligibility requirements

### POSITION SUMMARY:

- Under the general direction of the Health Services Unit Manager, the Mental Health Counselor will provide individual and group counseling to HIV positive clients and their family.

### RESPONSIBILITIES AND DUTIES:

- Volunteerism is encouraged at La Casa's sponsored events.
- Other duties may be assigned to meet business needs.
- Responsible for completing Mental Health Assessments in order to establish the participants needs for services.
- Completes the Global Assessment Functioning Scale (GAFS) with participants.
- Provides treatment options, bereavement counseling, crisis intervention and emergency services.
- Provides individual group and/or family counseling to participants and families affected by HIV/AIDS.
- Works with client to develop bio-psycho-social, treatment plans, discharge plans, and follow-up care programs.
- Provides case management for participants, when appropriate.
- Refers participants to other social services for financial assistance, legal services, health care services and other required services.
- Home visits when deemed appropriate and necessary.
- Establishes and maintains case files, referrals, and other related documents for the treatment of participants; prepares related documentation; keeps abreast of client data to ensure appropriate treatment and care are delivered.
- Works in collaboration with other program staff, and local community based organizations (CBO's), to coordinate services in order to avoid duplication of services.
- Assists in preparing monthly, quarterly and final reports to funding sources and administration.
- Attends professional meetings, educational conferences, and in-service trainings in order to maintain and improve professional competence.
- Participates in community/public events sponsored by the center/agency.
- Administers and observes the organizations office operations, policies and procedures.

### EDUCATION AND/OR EXPERIENCE:

- Master's degree in Social Work or related field
- Three years of related work experience preferable with a non-profit and working with the HIV/AIDS population
- Licensed Social Worker or in the process of obtaining license.
- Bilingual (English and Spanish) required
- Must have a valid New Jersey Driver's License
- Knowledge of the psychosocial issues impacting HIV/AIDS community.
- Knowledge and understanding of clinical social work and mental health counseling, crisis intervention techniques, principles, methods, procedures, and standards.
- Knowledge of community mental health resources, and /or related sources.
- Knowledge of legal and ethical issues related to participants rights; including privacy.
- Excellent written and oral communications skills including public speaking and written reporting.
- A problem solver and self-starter who demonstrates the ability to think fast on his/her feet; a team player; able to multi-task; attentive to detail.
- Strong computer skills including experience with MS Office applications, using the Internet and database management.

### REQUIREMENTS AND PHYSICAL DEMANDS:

- Professional attire required.
- Required to sit or stand for long periods of time.\*

\* *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### SCHEDULE:

- Monday and Thursday: 11:00 am – 7:00 pm and Tuesday, Wednesday and Friday: 9:00 am – 5:00 pm
- Flexible schedule – May be required to work weekends
- Ability to travel as needed (in-town and out-of-town trainings and conferences)

### TO APPLY:

- Please email your resume with cover letter to [yfhsrecruiting@lacasank.org](mailto:yfhsrecruiting@lacasank.org). Only candidates being considered for an interview will be contacted.

**La Casa de Don Pedro is an Equal Opportunity/Affirmative Action Employer and committed to diversity in the work place. All applicants will receive consideration for employment without regard to age, race, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.**