



Counseling and Mentor Program Coordinator

Job Description

POSITION: Counseling and Mentor Program Coordinator

STATUS: Exempt

REPORT TO: Executive Director

The mission of KAN-WIN is to eradicate all forms of violence against women, including domestic violence and sexual assault, by empowering Asian American survivors and engaging the community through culturally competent services, community education and outreach, and advocacy. KAN-WIN is a non-profit, community-based organization that supports Asian American women and children victims of domestic violence and sexual assault in Chicago and its surrounding suburbs. KAN-WIN's services include 24-hour domestic violence crisis line, counseling, legal/social benefits advocacy, Transitional Housing and Children's program, and community education/outreach. Please visit our website to learn more! www.kanwin.org

Responsibilities:

The Counseling and Mentor Program Coordinator is responsible for: 1) providing counseling to survivors; 2) coordinating a mentor program for adult and child survivors; and 3) providing administrative support for the direct service team. The responsibilities include, but are not limited to:

Counseling

- Provide crisis counseling via KAN-WIN's 24-hour hotline.
- Assess and determine client's need and strength to generate service plan.
- Provide on-going counseling and other follow-up services to adult clients.
- Work as a team with other staff members to provide services in a holistic manner.
- Manage documentation of all cases in database system and client's file accurately.
- Prepare performance reports quarterly and annually.
- Collect and update information and referral resources for client-related issues.

Mentor Program Coordination

- Coordinate KAN-WIN's mentor program by recruiting and training mentor volunteers, matching volunteers with adult or child clients, and supervising mentors throughout the mentorship period.
- Maintain mentor service data in KAN-WIN's database.

Direct Service Administration

- Keep service data, create reports about funded projects, and meet other project objectives according to grant specifications.
- Create and maintain filing system for direct service clients.

Other Organizational Duties

- Assist and participate in all organizational activities such as program development, fundraising, and special event.
- Participate in staff meetings and case review sessions.
- Perform other duties as assigned or requested.

Qualifications:

Required

- At least bachelor degree of related major such as social worker, counseling, community organization
- Bilingual in one Asian language (Korean, Chinese, Mongolian, Japanese or Vietnamese strongly preferred.)
- Ability to communicate effectively in oral and written communications.
- Demonstrated ability in working effectively in a team setting.
- Leadership skills and ability to take initiative.

Desired

- 40-hour domestic violence services training certificate or 40-hour sexual assault services training certificate is a plus.
- Familiarity with women's issues.
- Experience in social services or domestic violence/sexual assault services field.

How to Apply:

TO APPLY, SEND FOLLOWING TO: **info@kanwin.org**. Please specify "Application for Counseling and Mentor Program Coordinator Position" in the subject line, and attach the followings materials:

- Resume
- Cover letter specifically referencing qualifications enumerated above
- A list of three references