



Gender-Based Violence Counselor Job Description

POSITION: Gender-Based Violence Counselor

STATUS: Exempt

REPORT TO: Associate Director

KAN-WIN is a non-profit, community-based organization with a mission 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'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 Gender-Based Violence Counselor is responsible for ensuring that survivors who seek assistance from KAN-WIN receive crisis intervention and comprehensive case management services. These services will also include providing counseling in a linguistically appropriate and culturally sensitive manner. Specifically, the responsibilities include, but are not limited to:

Crisis Intervention

- Help staff KAN-WIN's 24-hour bilingual hotline and provide callers with crisis intervention, safety planning, information and referral, etc.
- Accompany clients to police departments, courts, and other venues to advocate on behalf of them, provide emotional support and interpretation/translation as needed.

Individual and Group Counseling

- Create long- and short-term plans for each counseling client.
- Provide on-going counseling and other follow-up services to adult and child clients and/or research and connect them to counseling opportunities in the community.
- Conduct evaluation and outcome measurements on counseling sessions.
- Collaborate with direct service staff members to organize/facilitate group counseling sessions.

Case Management

- Assess and determine client's needs and strengths to generate service plan. Conduct individualized safety plan with clients.
- Work as a team with other staff members to provide services in a holistic manner.
- Collect and update information and referral resources for client-related issues.

Organizational and Administrative Duties

- Manage documentation of cases in database system and client file accurately. Prepare performance reports quarterly and annually.
- Assist and participate in organizational activities such as program development, fundraising, and outreach/education events.
- 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 gender-based violence issues.
- Experience in social services or domestic violence/sexual assault services field.

How to Apply:

TO APPLY, SEND FOLLOWING TO: **hr@kanwin.org**. Please specify "Application for Gender-Based Violence Counselor Position" in the subject line, and attach the followings materials:

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