

## **Bilingual Counselor**

### **Advocacy Center for Crime Victims and Children**

**Position:** Bilingual Counselor

**Job Type:** Full-Time

**Supervisor:** Victims Center Program Director

**Location:** Waco, Texas and/or satellite offices in Hillsboro, Fairfield, Mexia, or Marlin – 100% in person.

**Notes:** This position is grant funded and guaranteed to be available until August 30, 2025. The existence of this position after that will be dependent on available grant funds.

**General Duties:** Under the direction of the Victims Center Program Director, the Bilingual Counselor provides crisis intervention and counseling services to victims of sexual assault and other violent crimes. The counselor will provide counseling for child and adult victims of crime utilizing individual, family or group treatment formats.

#### **Specific Job Responsibilities:**

1. Provide advocacy, crisis intervention, counseling, and information/referral services to victims of sexual assault and other violent crimes.
2. Utilize individual, group and family treatment modalities (including EMDR) in addressing the diverse needs of primary and secondary victims.
3. Maintain necessary statistical data and professional records including progress notes, logs and summaries for the purpose of legal and fiscal accountability.
4. Collaborate with community agencies and groups as needed by clients or the Advocacy Center.
5. Must be willing to work and offer counseling sessions some evenings each week.
6. Participate in volunteer training as needed.
7. Promote public awareness of victim's issues through community education to generate referrals and support.
8. Attend and participate in weekly case conferences and staff meetings.
9. Prepare for and participate in supervision with the Victims Center Clinical Director.
10. Provide court advocacy and testimony as needed.
11. Other duties and responsibilities as assigned.

**Qualifications:**

## Education:

- Position requires a Master's degree in Social Work, Counseling, Psychology, or Marriage and Family Therapy along with the appropriate state licensure status.
- English and Spanish fluency strongly preferred
- Pursuing or completed EMDR training certificate

## Experience:

- 6 month full-time or 12 months-part time in a similar position
- Knowledge of sexual assault with trauma issues related to children, adults and families is critical to the delivery of services.

Other Skills and Requirements:

- Proficiency in Microsoft Word and Excel is required.
- Must communicate well and function responsibly in a team setting and independently.
- Must demonstrate awareness of and a commitment to culturally competent and sensitive practice.
- English and Spanish fluency is required.
- Commitment to the goals and objectives of the Advocacy Center
- Must be able to pass a criminal background check by the Texas Department of Public Safety
- Must have a valid Texas Driver's License

**Application Instructions**

If you would like to apply for this position please email the following items to the Interim Executive Director, Aleigh Ascherl, at [aascherl@advocacycntr.org](mailto:aascherl@advocacycntr.org)

1. Cover Letter
2. Resume
3. 3 Professional References