

**A SAFE PLACE  
LAKE COUNTY CRISIS CENTER**

**LA PALOMA COUNSELOR/CASE MANAGER**

The La Paloma Counselor/Case Manager is responsible for providing services to individuals identified as high risks for emotional, physical, educational and social behavioral problems as a result of witnessing or experiencing domestic violence, specifically with Latina individuals. Counselor/Case Manager is responsible for the planning, recruitment and successful execution of the support groups. Reports to Director of La Paloma.

Position is located in Grayslake

**RESPONSIBILITIES:**

- La Paloma Counselor/CM will provide Spanish-Language service groups to increase access to effective, high-quality, culturally-appropriate therapeutic services for victims in the underserved areas & communities identified, which include a high concentrations of Latina victims.
- *Expected to maintain a 70% Direct Client Service Hours workload.*
- Required to complete IM+CANS training, the assessment that provides a standardized, modular framework for assessing the global needs and strengths of individuals who require mental health treatment when working with clients.
- Provide therapy, counseling, support, and education regarding domestic violence issues using a non-judgmental approach in working with Latina clients, specifically the La Paloma off-site groups in the determined locations within the designated communities.
- Conduct intake and eligibility evaluations to determine client needs.
- Develop individual service and safety plans.
- Provides literacy education, job training, and/or GED assistance, life skills training (personal finances, parenting classes, and other self-sufficiency programs) and Employment assistance.
  
- Ensure documentation in client records is appropriate, accurate, timely and in accordance with agency policies and funding requirements.
- Provide follow-up services for former residents of emergency shelter.
- Provide information on the Illinois Domestic Violence Act, Orders of Protection and stalking laws to enhance client safety and abuser accountability.
- Available for weekly schedule ranging from 10-6pm/11-7pm and rotating two weekdays of 12-8pm. Additionally, on-call rotating schedule to support Emergency Shelter as needed.

- Participate in staff meetings, case management and other training and meetings as requested.
- Work as a team player in the organization.
- Perform additional responsibilities as assigned.

#### **QUALIFICATIONS:**

- Masters degree in social work, counseling or closely related field preferred, or in process of obtaining Masters. Candidate with Bachelors with proven experience will be considered.
- Bilingual Required.
- Excellent written and oral communication and interpersonal skills that demonstrate genuine concern and respect toward clients and other staff.
- Ability to create and present program and ideas to community leaders, centers of influence and decision makers for marketing and awareness through the use of various technology and materials available.
- Ability to provide active listening, encouragement, motivation and counseling to clients through the use of a self-help, empowerment model of service provision.
- Ability to engage clients in services.
- Ability to manage time effectively and to organize and prioritize daily assignments and scheduling of client appointments.
- Flexibility in scheduling to meet client and agency needs.

Ability to accept, to understand, and to relate sensitively to people of varied socio-economic, racial, cultural, and experiential backgrounds.

A commitment to the philosophy and program of A SAFE PLACE, which includes a commitment to survivors' issues, sharing a belief in helping to create a society free from violence, and in working in a cooperative environment.