



JOB DESCRIPTION – COUNSELOR

AGENCY OVERVIEW:

Apna Ghar provides critical, comprehensive, culturally competent services, and conducts advocacy across communities to end gender violence. Apna Ghar empowers survivors to be self-sufficient through holistic programs and services including a 24-hour crisis line, housing, advocacy, counseling and case management. In addition, we conduct outreach, institutional and policy advocacy to create better conditions for the survivors we serve.

Visit www.apnaghar.org and follow us on social media for more information.

POSITION SUMMARY:

Apna Ghar’s counselors provide on-going individual, family and group counseling services for adult and child program participants. Working from a trauma-informed and strengths-based approach, counselors ensure that the survivors of gender violence served by Apna Ghar can safely process their experiences in a healing environment, and work towards safety, stability and self-sufficiency. This position works in close collaboration with the counseling team and all direct services staff at Apna Ghar to provide comprehensive services. Competency and results are measure against the quality and quantity of services provided, including outreach and advocacy. This position reports to the Programs Supervisor who in turn reports to the Programs Manager.

PRIMARY RESPONSIBILITIES:

- Maintain an appropriate case load of individual, group and family counseling clients
- Assist survivors of gender violence through crisis management, safety planning, needs assessment, service planning, counseling, case management and advocacy.
- Assess service needs, provide relevant and useful information, and connect appropriately to internal and external resources
- Assist program participants with multiple service needs including housing, education, employment, legal, and health services
- Maintain, update and analyze files, reports, and data to meet goals to ensure program success
- Foster and sustain an ethical, collaborative and healing environment to ensure program and agency success
- Assist with development and implementation of projects and programs as needed by the agency
- Participate in outreach to effectively represent the organization’s work
- Enhance skills through continuing education, inter-agency meetings and workshops, conferences and other appropriate venues



- Perform other duties as assigned to support Apna Ghar’s mission and goals

PREFERRED QUALIFICATIONS:

- Master’s degree in psychology, counseling, social work or related fields; equivalent mix of experience and education; licensure (LPC, LCPC, LSW, LCSW) preferred but not required
- 40-Hour Domestic Violence certification and foundational understanding of gender violence and gender issues
- Experience working with diverse populations in culturally competent settings
- Excellent interpersonal and intercultural communication skills; excellent oral communication skills and ability to participate in public events and group settings; excellent conflict management and conflict resolution skills
- Excellent organizational, analytical and problem-solving skills
- Excellent collaboration, teamwork and teambuilding skills
- Willingness and ability to travel multiple office locations
- Fluency in a second language preferred (Hindi, Urdu and / or Arabic strongly preferred)

APPLICATION PROCESS:

Submit resume and cover letter to employment@apnaghar.org with “Counselor” in subject line. No phone calls, please.