



The Lincoln Center for Family and Youth
820 Adams Ave., Ste. 210 | Audubon, PA 19403
(610) 277-3715 | info@TheLincolnCenter.com

JOB DESCRIPTION

Title: Community Counselor

FLSA: Exempt

Reports To: Chief Clinical Officer

Summary: This is a part-time, up to 27 hours per week, position that requires travel to client homes in Montgomery County. The community Counselor provides individual, family, and group counseling services. Primary areas for counseling include the following: parenting issues, therapy with young children and teens, supervised visitation, intervention on drug and alcohol issues, and work with children and adults who have been victims of crime and who have experienced trauma related to abuse, domestic violence, harassment, dating violence, robbery, assault, identity theft and other violent crimes. Counselors must be able and willing to accept a variety of assignments and integrate their work with other TLC programs and community services.

The therapist will provide several modalities of therapy to meet the needs of the varied populations that we serve.

Responsibilities:

- Provide individual, family, and group counseling services in the areas identified in the Job Summary. This service may be provided in the office, at homes, or in community settings;
- Document all counseling sessions and presentations on ETO web site within 5 days of service. Complete all required documentation by the end of the month.
- Case management responsibilities include supporting the individual in accessing community resources;
- Act as a liaison to health care professionals, legal personnel, service agencies, county departments, and others who are in a position to assist the persons receiving our services;
- Provide outreach and facilitate inter-organizational cooperation with community agencies, schools, county services, healthcare professionals, and community groups;
-
- Attend education/training on topics related to counseling duties.

- Required Skills:**
- Ability to be flexible and meet deadlines
 - Multi-tasking capability
 - Personality and communication (soft skills):
 - Strong client relationship-building skills
 - Excellent communication skills
 - Ability to work effectively on a multi-treatment team

- Technical skills:
 - Strong working knowledge of Excel and Word
 - Strong organization skills
 - Ability to handle confidential files
 - Detail oriented

- Experience
 - Education: Masters of Counseling or Psychology; CAADC or licensed professional preferred
 - Work Experience: Experience in a social service agency with working knowledge of trauma-informed care
 - Industry Knowledge: Expertise in providing multiple theoretical approaches to all age groups; Proficient in a numerous clinical interventions e.g. Cognitive Behavioral Therapy (CBT), Trauma-Informed Care; Mindfulness, DBT, Motivational Interviewing, Substance abuse relapse prevention planning, Knowledge of and ability to access community resources; Strong trauma intervention skills

SPECIAL CONDITIONS

- Use of a reliable car is necessary for travel to service sites such as homes and community settings.

- Evening and/or weekend work can be expected as well as the sudden need for crisis intervention.