



## FamilyTime Crisis and Counseling Center Job Posting

*Interested applicants should email cover letter and resume to [callen@familytimeccc.org](mailto:callen@familytimeccc.org) for consideration. Qualified applicants will be contacted to schedule an interview. No phone calls, please.*

**Job Title:** Bilingual Counselor  
**Location:** Counseling Center (Humble, Texas)  
**Reports To:** Chief Program Officer  
**Classification:** Full-time, Exempt

### **Position Summary:**

This position provides professional counseling services, group support and curriculum-based educational classes and programs to adults and children who are FamilyTime clients and community members. Performs all duties related to these services in accordance with the mission, contractual agreements with funding sources, Board approved policies and procedures, and directives from the Chief Program Officer and Counseling Supervisor. This is a full-time, exempt position.

### **Essential Duties and Responsibilities Include:**

- Counsels with individual clients, couples, groups and families
- Utilizes an array of therapeutic approaches, including experiential methods, depending on the individual needs of each client and family
- Writes assessments, progress notes and other required paperwork in a timely fashion
- Testifies in court when needed to support clients
- Processes requests/subpoenas for client records as needed
- Completes CPS/APS reports as required; work cooperatively with CPS/APS staff as needed.
- Maintains accurate records of clients served
- Ensures that the proper documentation is completed and submitted in a timely manner.
- Facilitates classes at FamilyTime as needed
- Meets a productivity goal established with the Chief Program Officer
- Represents the agency by participating in community events and providing professional presentations related to mental health topics and/or services of the agency
- Other duties as assigned

### **QUALIFICATIONS:**

Minimum of a Master's degree in a behavioral field with appropriate coursework to provide counseling services. Licensure in any of the following fields: LCSW, LPC, LCSW-S, LPC-S or LMFT. Must be licensed in the state of Texas and in good standing. Must be fluent in Spanish and English. At least two years 'experience working post-Masters with youth, adolescents or adults. Knowledge of the dynamics of family violence, sexual assault, child abuse, human trafficking and other related issues is preferred. Comfortable working with diverse populations.

Ability to read, write and converse in English. Ability to communicate effectively and at an appropriate level with staff, Board of Directors, support agencies and funding sources, state and local public figures, clients, and others. Ability to remain calm under stress and have the emotional and physical stamina to deal with a variety of stressful situations. Must maintain high moral and ethical standards. Ability to multi-task, respond to telephones, written correspondence, and other auditory and visual stimulation. Must be able to tolerate sitting or standing. Must be able to occasionally work hours other than 9 a.m. to 5 p.m. Monday through Friday. Must be able to pass criminal background check and drug test.

**Certificates, Licenses, Registrations:**

- Must maintain appropriate license – LCSW, LPC, LCSW-S, LPC-S, or LMFT at all times.
- Must maintain adequate level of professional liability insurance coverage at all times

*The above job description is not intended to be an all-inclusive list of duties and standards of the position. The employee will follow any other instructions, and perform any other related duties as assigned by their manager. This job description is subject to change at the discretion of the agency.*

Counselor Job Description – Created – 09/2020