Job Title: Counselor/ Case Manager
Department: New Heights Apartments- Scattered Sites
Reports To: Program Director

The selected candidate will assist in the development and implementation of services for adult victims of domestic violence. The Advocate will provide all necessary advocacy, and link clients to needed services.

Please send cover letter, resume and salary history to:

Porche Mickle, Human Resource Manager
8811 S. Stony Island
Chicago, Illinois 60617
P.mickle@familyrescueinc.org

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Provide individual and group counseling within the residential program structure, which may include conducting weekly support groups.
- Develop Service Plans jointly with each client and/or parent. Will continuously monitor progress of the client(s), and adjust service plans and as necessary. Goals and objectives as well as time frames must be clearly specified.
- May provide crisis intervention to walk-in clients, call-in clients or clients referred by other means.
- On behalf of the client and/or Family Rescue, will coordinate and advocate with outside entities which may include; social service organizations, landlords, mental health organizations, and/or substance abuse organizations.
- Coordinate and provide opportunities for the child/teen to participate in activities that are social, recreational and educational.
- Serves as a liaison between Family Rescue and the community at large.
- Works with internal agency programs to link clients to appropriate services.
- Provide effective case management/documentation which includes completing all required documentation in a timely manner and maintaining records, files, reports etc. as directed.
- Provide follow-up service to clients once they have left Family Rescue services.
- Attend staff meetings, trainings etc. as required and/or scheduled.
- Other Duties as assigned.

QUALIFICATIONS:

Education & Experience:

- Prefer a B.A. degree in social service or related field.
- Will consider an A.A. degree with one (1) or more year’s applicable experience.
- May consider a High School Diploma with two (2) or more year’s related experience.
- Must have 40-hour domestic violence training (within 3 months of hire date).
- Must have CPR/First Aid Certification (within 1 year of hire date).
- May require city and/or state certification.