Position: Latina Counselor – (bilingual Spanish)  
Status: Permanent, exempt employee, Full time 1.0 FTE  
Pay: $47,037 - $55,707, up to $59,593 with tenure, benefits available first of the month following date of hire  
Hours: Primarily weekdays, some evenings  
Responsible to: Counseling Program Manager

We take into account the fact that staff with bilingual competencies provide an additional and essential value to our organization and increase our starting wage accordingly for bilingual staff.

Note to Candidates:

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. Clackamas Women’s Services is committed to building a diverse and inclusive organization and we strongly encourage you to apply, even if you don’t believe you meet every one of the qualifications as described or if you require a reasonable accommodation to apply for or perform job duties.

About Clackamas Women’s Services (CWS)

Clackamas Women’s Services (CWS) was incorporated in 1985 as Clackamas County’s first shelter for survivors escaping family violence and domestic abuse. CWS’ service delivery framework is built on trauma-informed best practices that promote safety and self-determination. Our vision is to live in a society that no longer tolerates domestic and sexual violence, but rather thrives on mutual respect.

CWS offers comprehensive, responsive solutions for adults and children impacted by sexual assault, domestic violence, stalking, the sex industry, and elder abuse. Through our emergency shelter, A Safe Place Family Justice Center, satellite offices and throughout the community, CWS coordinates services with other public and private agencies in order to best serve survivors seeking help. Participants in our programs receive no-cost services by highly trained staff.

CWS is committed to building an organizational culture that reflects our values. We envision a community of survivors, staff, partners, volunteers, and donors who are deeply committed to breaking the isolation of domestic and sexual violence. We do this by creating community and partnership, honoring and celebrating survivors, and engaging in work toward equity and social change through community engagement and by investing internally in continual improvement and learning processes. We are dedicated to the ongoing work of creating and sustaining an community where everyone can thrive.

Benefits of working at CWS:

Clackamas Women’s Services is proud to offer competitive wages, paying above market for all positions and offering a full package of benefits including:

- 100% employer-paid health, dental, vision, and alternative care benefits.
- 100% employer-paid long-term disability and life insurance.
- Generous PTO (39.5 days in first year based on accrual).
- Paid day off for birthday.
- Paid parental leave.
- Monthly retirement plan contribution of 4%.
• Anniversary bonus, $25/year of service.
• Employee Assistance Program.
• Professional development opportunities.
• CWS was voted (by our staff) as one of the 100 Best Nonprofits to Work for in Oregon!
• Work with a heart-centered team providing culturally responsive emergency, transitional, and long-term supports, and services. CWS helps survivors build hope and resilience so they can achieve their goals for personal safety, physical and mental wellness, financial autonomy, and family stability.

Position Purpose:
The Latina Counselor is responsible for providing trauma informed, linguistically and culturally responsive mental health counseling to survivors of sexual assault, domestic violence, stalking, the sex industry and/or elder abuse with a priority of serving CWS Latina participants.

Key Responsibilities:

1. Conduct Mental Health Screenings and Assessments, develop Individualized Treatment Plans, and conduct periodic Treatment Reviews to evaluate progress of therapy with CWS participants.

2. Provide one-on-one, group, and/or family counseling sessions to survivors in accordance with CWS’ expectations around time spent providing direct service.

3. Facilitate intervention and support groups for survivors in the community, at CWS office locations or via telehealth.

4. Keep up-to-date and accurate records. Complete documentation of all services, including intakes, releases of information, demographics tracking and statistics within agency database and Electronic Health Records in a timely manner consistent with OARs and agency expectations.

5. Provide consultation to co-workers and community partners around mental health, addiction, and trauma response that may impact survivors.

6. Provide advocacy, case management, referrals and/or service navigation to participants as needed.

7. Practice Trauma Informed Care consistent with CWS model of counseling and program service delivery.

8. Meet regularly with a clinical supervisor to support client care and professional development.

9. If working towards licensure: maintain hours, associated paperwork, and other requirements to work towards licensure.

10. Other duties as assigned.

General Responsibilities:

1. Represent the mission and values of CWS to program participants and community partners.

2. Maintain appropriate participant confidentiality in accordance with advocate privilege and federal statutes.

3. Provide consultation and support for community partners through collaboration and information sharing regarding the dynamics of domestic violence and sexual assault and its impact on survivors.
4. Work in conjunction with other staff to provide consistent services to participants.

5. Participate in speaking engagements and facilitate educational trainings as requested.

6. Represent CWS at community meetings and outreach events targeting outreach to the Latina community.

7. Attend CWS all staff meetings, regular team meetings, staff retreats and A Safe Place meetings.

8. Meet regularly with the Counseling Program Manager to plan and prioritize projects.


Minimum Qualifications

- **Bilingual Spanish required.**
- **Demonstrated cultural competency strongly preferred.**
- Master’s degree in Counseling, Psychology, or Social Work.
- Experience providing clinical services to adults and/or youth
- Have working knowledge of insurance billing practices within the mental health sector.
- Experience in the field of domestic violence, sexual violence and/or child abuse.
- Demonstrated understanding of the dynamics of domestic and sexual violence and its effect on survivors, their children and society.
- Demonstrated understanding of systems of oppression, ability to work effectively and non-judgmentally with individuals from diverse backgrounds, and understanding of culturally competent service delivery
- Demonstrated skills working with children and parents in a social services setting.
- Knowledge of developmentally appropriate clinical practice and positive parenting techniques.
- Ability to work both independently and in a team.
- Ability to provide effective clinical care in-person and via telehealth.
- Reliable transportation required; position includes use of personal vehicle to complete some tasks.
- Must be able to travel throughout Clackamas County and the Greater Portland Area.
- The person in this position frequently remains in a stationary position and will periodically move items (up to 25 lbs.) from one place to another, and regularly moves throughout CWS worksites to access files and meet with staff and participants.

We are committed to building a diverse and inclusive workforce that represents the communities we serve. Women, people of color, LGBTQ+, older adults and people with disabilities are strongly encouraged to apply.

Please submit a cover letter and resume to hr@cwsor.org with subject line “Latina Counselor”.

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Signature                                               Date

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Signature                                               Date