



**TITLE: Co-Located Counselor, Bilingual - Spanish**  
**STATUS: Exempt, Full-Time**  
**RATE: \$ 20.42 Per Hour (\$42,473 annualized) + Benefits**

**Scope of Duties:**

The Co-Located Bilingual Counselor coordinates and helps provide all counseling services pertaining to Spanish-speaking adults and their children who have experienced or witnessed Domestic Violence (Interpersonal Violence). The Bilingual Counselor conducts intakes, facilitates at least two weekly groups for Spanish-speaking adults, does individual counseling as needed with both adults and children, and helps to coordinate the work of bilingual graduate interns working with Spanish-speaking clients. The Co-located Bilingual Counselor will work with community partner agencies and community stakeholders to develop services in West Washington County. This position works closely with other departments and staff of the Domestic Violence Resource Center.

**Responsibilities:**

- Ability to work with and assist clients regardless of sex, gender, sexual orientation, race, ethnicity, socioeconomic status, age and/or disability.
- Provide counseling for Spanish-speaking adults who have been or currently are victims of Domestic Violence.
- Work with a diversity of Latino adults from the tri-met area.
- Provide intakes (bio-psycho-social-cultural) in Spanish and determine service appropriateness.
- Facilitate (with bilingual interns, when possible) psycho-social-educational groups for Spanish-speaking adults using agency curriculum.
- Participate in updating and revising group curriculum as needed to keep it culturally sensitive and timely.
- Facilitate individual therapy for children of Spanish-speaking clients who have witnessed domestic violence.
- Participate in the annual interviews with potential graduate interns.
- Provide coordination of graduate bilingual interns in meeting the needs of Spanish-speaking adults and their children.
- Monitor the Wait List, if any, for Spanish speaking clients.
- Attend weekly clinical meetings as required.
- Maintain confidentiality of client records according to HIPPA and DVRC policy.
- Be able to make appropriate client referrals to other community resources.
- Maintain accurate records and provide raw data for program statistics and evaluation.
- Ensure that all pertinent client data is entered into Osnium on a regular basis.
- Collaborate with other agency programs to advocate for needed services for clients or to resolve crisis situations.
- Set goals with individual clients in therapy and evaluate effectiveness of treatment in helping client resolve identified problems
- Learn about new developments in the areas of trauma-informed treatment, cultural sensitivity and other related counseling practices by reading professional literature and attending continuing education trainings and professional conferences.
- Follow all agency policies and VAWA and HIPPA compliant-policies related to sharing client information with law enforcement, DHS, courts or other agencies with whom the client is actively involved.
- Maintain contact with clients by phone to schedule appointments or provide other follow-up.



- Maintain and assist in developing partnerships with other agencies or community stakeholders that will assist in bringing services to West Washington County.
- Other duties as assigned.

**Required Qualifications:**

- Supportive of the Domestic Violence Resource Center's mission.
- Must pass a criminal background check.
- Must hold a current driver's license and access to a vehicle to travel to various work sites (within Washington County).
- Must complete the 40-hour Victims' Advocacy Training, as required by the State of Oregon, within 30 days of employment, or as soon as reasonable.
- Adhere to DVRC policies and procedures.
- May be asked to represent DVRC at public events, meetings, services, clubs, etc.
- Hold a Master's degree in counseling, clinical psychology, social work or related field.
- Bilingual and bi-literate in Spanish and English.
- Experience working with the LatinX community and has an understanding of the diversity of LatinX culture.
- Have strong time-management and organizational skills.
- Have trained knowledge of:
  - Human behavior and development.
  - Practices of intakes, evaluation and treatment of adults.
  - Group process and facilitation.
  - Caseload management.
  - Vicarious trauma/compassion fatigue.
  - Maintaining accurate and complete client records.

**Physical Requirements:**

- Manual Dexterity-Regularly
- Ability to sit and/or stand for long periods of time-Constantly
- Ability to bend, stoop, push or pull items weighing 25 pounds or less-Occasionally
- Walking-Ability to move within the office to access files, office machines, etc.-Regularly

**Sensory/Cognitive Demands:**

- Hearing, listening, vision, speaking, thinking, memory/recall-Constantly

**Working Conditions:**

- Typical office work environment with natural and artificial lighting. May be exposed to cleaning solvents, blood borne pathogens, and service animals. Requires driving on a regular basis. Frequent repetitive motion with keyboard and use of computer mouse. Schedule will include evening and occasional weekend hours.

Reasonable accommodation will be made for individuals with disabilities as required by the ADA and any other state laws and regulations. DVRC is an equal opportunity employer.

**To Apply:**

Submit a cover letter and resume to Human Resources at [hr@dvrc-or.org](mailto:hr@dvrc-or.org). No phone calls please.