

<b>Job Title</b>	Children's Counselor - Bilingual
<b>Employer/ Agency</b>	Houston Area Women's Center
<b>Job Description</b>	<p><b><u>Program Development and Implementation</u></b></p> <ul style="list-style-type: none"><li>• Evaluate and make recommendations to Manager regarding counseling services.</li><li>• Work cooperatively with other staff to ensure optimal utilization of resources and efficient management of the program.</li><li>• Develop and maintain personal contacts with organizations and agencies that provide service to children.</li><li>• Develop and maintain a comprehensive list of referral resources available to clients.</li><li>• Advocate at HAWC and other agencies on behalf of children, teens and their families.</li></ul> <p><b><u>Direct Services</u></b></p> <ul style="list-style-type: none"><li>• Provide direct services, individual and group counseling, safety planning, case management, and childcare to children and their parents or caregivers.</li><li>• Provide non-judgmental, non-directive support, and referral information to clients.</li><li>• Model and teach nonviolent discipline and conflict resolution skills to children and parents/caregivers receiving services.</li><li>• Provide for the general safety and welfare of children through supervision during program hours and by creating a safe environment.</li><li>• Participate in client case discussions by presenting information and recommendations on clients' plan of action and then dialoguing with other staff as to final plan of action.</li><li>• Communicate special concerns about clients - both children and parents - to Manager.</li><li>• Maintain accurate records and appropriate documentation of services.</li><li>• Provide pro-active client case management to clients.</li><li>• Provide individual and group sessions from a feminist/empowerment perspective.</li></ul>

	<ul style="list-style-type: none"> <li>• Report abuse/neglect to Child Protective Services. Administration</li> <li>• Attend Houston Area Women's Center (HAWC) staff meetings and other appropriate meetings.</li> </ul> <p><b><u>Community Education</u></b></p> <ul style="list-style-type: none"> <li>• Participate in HAWC Speakers Bureau Training.</li> <li>• Speak to groups and agencies on issues of family violence, providing crisis intervention services to children and women, and other topics of relevance.</li> <li>• Participate in public relations projects as requested.</li> </ul>
<b>Qualifications</b>	<p><b>EDUCATIONAL REQUIREMENTS</b> Bachelor's degree in social science or equivalent experience.</p> <p><b>EXPERIENCE/SKILL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Minimum of one year's counseling experience in a social service agency with women and children.</li> <li>• Experienced in Microsoft Office specifically Excel and Outlook.</li> <li>• Bilingual English/Spanish Required.</li> </ul>
<b>Salary/Hours</b>	Full Time, DOE
<b>Employer/Agency</b>	Houston Area Women's Center
<b>City, State, Zip</b>	Houston, TX
<b>Application Method</b>	Apply online at <a href="https://hawc.org/about-us/careers/job-openings/">https://hawc.org/about-us/careers/job-openings/</a>
<b>Opening Date</b>	Immediately

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