

## **Bilingual Counselor**

Crime Victims Council of the Lehigh Valley – Allentown, PA

**\*\* RESUMES WITHOUT A COVER LETTER WILL NOT BE CONSIDERED \*\***

### **About Us**

The Crime Victims Council (CVC) has been serving victims of crime in Lehigh and Northampton Counties since 1973. We are a compassionate team of counselors, advocates and educators serving victims of all violence along with their families and significant others. All programs and services of CVC are confidential and offered at no cost to our clients. Services include counseling; hospital, police, and court accompaniment; 24-hour hotline, and community education and prevention programs.

## **Bilingual Counselor**

The Bilingual Counselor position collaborates with a team of master's level counselors along with graduate interns to ensure delivery of empathic, effective, and ethical counseling services that reflect best practice and creativity.

**REQUIREMENTS:** Master's degree in counseling, social work or related field. Please submit a cover letter with your resume. Valid Driver's License required. Fluent in English and Spanish

### **Responsibilities:**

- Provide individual and group counseling for victims and families impacted by crime.
- Provides counseling services in both the Allentown and Bethlehem offices.
- Evening availability required.
- Maintain a minimum caseload of 22 clients.
- Facilitate 2 support groups per year.
- Participate in weekly group supervision and bi-weekly individual supervision.
- Helps to maintain 24-hour hotline coverage, including on call duties and after hours support on a rotational basis.
- Provides on-going services to clients such as crisis intervention, hospital, police, and court accompaniment, and advocacy services.
- Establishes and maintains client files.
- Maintains a commitment to professional development by participating in clinical trainings and workshops.
- Submits weekly and monthly grant and data tracking documentation to the Direct Services Supervisor.
- Contributes with intention to a positive and supportive agency culture based on care, trust, and our shared values.

- Assists and participates in agency events and activities.
- Other duties as assigned.

**Qualifications:**

- Master's degree in counseling, social work or related field required.
- Previous experience providing direct counseling services required. Foundational knowledge of the effects of trauma.
- Exhibits compassion and understanding of the impacts of interpersonal violence on individual and families.
- Strong interpersonal skills, including active listening, attending, and reflecting.
- Demonstrates cultural humility, an understanding of systems of oppression, and a commitment to personal growth in skills and attitudes that promote equality and inclusion.
- Bilingual in English and Spanish required.
- Demonstrated ability to create and maintain collaborative relationships with coworkers, key stakeholders, and outside entities.
- Successful completion of the sexual assault counselor training provided by CVC.
- Must be able to provide FBI Criminal Clearance, PA State Police Criminal Clearance, and Child Abuse History Clearance.

**What We Offer:**

**Great Work Environment and Benefits.** Crime Victims Council provides a supportive, collaborative work environment that focuses on the growth and development of employees.

Benefits include:

- Generous PTO package
- 12 major paid holidays
- Paid hour break
- Scheduling Flexibility
- Self-care and employee appreciation activities
- 403B Plan Enrollment and Employer Contribution after 1 year of full-time employment

\*Successful applicants must be able to provide current Pennsylvania State Police Criminal Clearance, FBI Criminal Clearance/Fingerprinting, and Child Abuse History Clearance.

**Please submit a cover letter and resume to Emily Grigonis, Associate Director at [egrigonis@cvclv.org](mailto:egrigonis@cvclv.org)**

Pay: \$51,000.00