



LICENSED COUNSELOR

Unit: **Programs**
Department: **Counseling & Case Management**
Reports to: **Director of Counseling & Case Management Services**
Classifications: **Non-Exempt, F.T. (Professional)**

Essential Functions:

% Time	Role Description
70%	<i>Clinical Responsibilities</i> <ol style="list-style-type: none">1. Conduct membership intake assessments to determine immediate safety concerns, presenting issues and facilitate necessary referrals for in-house and external follow-up services.2. Provide individual-level clinical support to youth members vis-à-vis a variety of therapeutic modalities, including:<ol style="list-style-type: none">a. Weekly supportive counseling for a caseload of 15-20 youth members and their families.b. Creating youth support re-entry plans related to behavior/needs as part of restorative justice work in collaboration with the Director of Counseling and Case Management.c. On-call counseling as needed.d. Crisis intervention as needed.3. Conduct assessment, problem definition, treatment planning and case coordination of youth to support stabilization and participation in HMI programs and in school.4. Escort youth to PANTRY and conduct needs assessment for potential referrals to services.5. Facilitate groups during YSD program hours as needed.6. Implement Liberation-focused healing practices in treatment planning, group and individual work to expand mental health and wellness options for youth.7. Provide necessary referrals for HMI members to access additional services.8. Accompany youth members to external organizations to provide advocacy support as needed.9. Facilitate <i>supported referral services</i> with external providers to HMI services.10. Collaborate with program staff and partner organizations toward the comprehensive care of youth members.
20%	<i>Administrative Duties</i>

	<ol style="list-style-type: none"> 1. Develop individual and group programming that utilize Liberation-focused, anti-oppressive, harm reduction and trauma-informed care models. 2. Collect data and participate in program evaluation activities as linked to interventions. 3. Complete electronic data reporting immediately following service provision into Salesforce, including individual counseling progress notes, group notes, referral documentation, and other service documentation as directed. 4. Meet and exceed all compliance standards for HMI and contracts by meeting deadlines, meeting outcomes and maintaining best practices in the delivery of service.
10%	<i>Programmatic Direct Service</i>
	<p>When not in session (group or individual), work closely with other HMI departments and staff to support operation of the HMI programmatic and community milieu. Duties include:</p> <ol style="list-style-type: none"> a. Outreach and engage youth members during Program Common Hours (3:15pm – 7:30pm). b. Assist in the facilitation of special events and Community Meetings. c. Perform general staff duties, such as Café duty, train-pass, event set-up/breakdown, etc.
As needed	<i>Other duties as assigned by supervisor</i>

Knowledge, Skills and Abilities Required:

1. Licensed Social Worker, Creative Arts Therapist or Mental Health Counselor (LMSW, LCSW, LCAT, LCAT-P, or LMHC).
2. Master's degree in Social Work, Creative Arts Therapy or Mental Health Counseling.
3. At least 2-3 years of clinical experience working with a diverse population of adolescents in an urban setting, including knowledge of supports needed for LGBTQIA+ youth from various cultures and backgrounds.
4. Knowledge of liberation-focused healing and anti-oppressive methods; able to describe how they support and uplift BIPOC and TGNC individuals and communities in their clinical work.
5. Knowledge of harm reduction practices, trauma-informed care, and positive youth development models.
6. Ability to exercise independent judgment when appropriate; strong decision-making skills.
7. Strong oral and written communication skills.
8. Experience facilitating group discussions and managing a variety of small and large group dynamics.
9. Excellent verbal and written communication skills, including conflict mediation and public speaking.

Technology Skills: Strong with proficiency in Salesforce, Zoom, Doxy, Microsoft Word, Excel, PowerPoint and Outlook.

Additional Desirable Qualifications:

1. Bi-lingual (Spanish speaking) preferred.

Working Conditions:

1. Hybrid schedule of virtual and in-person work. In person work primarily takes place at 2 Astor Place, NY, NY 10003, except for outreach work.
2. Program work schedule:
Monday-Friday: 12:00 pm to 8:00 pm.