



CURRENT JOB OPENINGS

Position: Human Resources Specialist

Key responsibilities: Participates in the hiring and recruiting process and performs other basic HR duties, as needed. Coordinates the agency's relationship with all human resources related vendors and the agency's PEO. Responsible for the effective coordination and presentation of non-programmatic training for all employees. Assists in developing or revising policies and procedures.

Degree required and qualifications: Bachelor's Degree in human resource management, staff development or related field AND a minimum of 3 years of experience in the human resources field. Outstanding communication, training development and presentation skills, strong organizational capabilities, and excellent PC skills are needed.

Position: Counselor

Key responsibilities: Provides therapeutic services to clients who are referred or self-identified as in need of therapy services. Utilizes a brief, solution focused model to assist women and children with domestic violence and trauma issues to:

1. Identify their needs, strengths and risk factors, and begin to develop a clearer understanding of the nature of their problems and beginning steps to address them.
2. Develop a mutual treatment plan and agree to a plan of action focusing on such issues as safety and self-care, family stabilization and life transition adjustment.
3. Make positive changes as they work toward the outcome of improved management or resolution of their mental health problems.

Degree required and qualifications: Master's in Social Work, Counseling or related fields and at least 2 years of experience. LCSW or LPC-MHSP needed. Proficiency in basic computer skills. Must be able to work evenings.

Submit by Friday, February 17, 2012

End of job openings