

Counselor Job Description

Mai Family Services is a South Asian non-profit organization supporting individuals and families in abusive and crisis situations. The organization is seeking a licensed professional of South Asian origin to provide comprehensive case management and counseling services to survivors of domestic violence, mental health issues, substance abuse, and other trauma-related circumstances.

Position: Part Time (15-20 hours a week)

Location: Virtual/In-person

Duties and Responsibilities

Direct Services

- Provide individual and group counseling services to survivors of domestic violence using evidence-based, trauma-informed approaches
- Conduct comprehensive assessments and develop individualized plans
- Provide crisis intervention and clinical stabilization services to clients in acute distress
- Facilitate support groups for survivors

Case Management and Advocacy

- Provide comprehensive case management services by evaluating each client's distinct clinical, financial, legal, and social needs
- Develop and implement safety plans for survivors
- Provide advocacy services within the DV ecosystem

Documentation and Compliance

- Maintain detailed records in compliance with state licensing requirements and agency standards
- Document all interventions, assessments, and progress in the client reporting system (Empower DB)

- Ensure all documentation meets confidentiality requirements under the Federal Victims Services Confidentiality Regulations

Specialized Services

- Provide culturally specific, trauma-informed services that address the unique needs of South Asian individuals
- Support clients through legal proceedings by providing documentation and testimony when required

Education and Qualifications

Required

- Master's degree in social work (MSW)
- Current state licensure as a Licensed Social Worker
- Minimum of 2 years post-licensure experience working with trauma survivors
- Experience providing individual and group therapy using evidence-based practices
- Knowledge of trauma-informed care principles and practices
- Experience in crisis intervention and safety planning with high-risk populations
- Knowledge of substance abuse treatment and co-occurring disorders
- Understanding of domestic violence dynamics and survivor-centered approaches
- Ability to conduct comprehensive financial assessments

Cultural and Communication Skills

- Demonstrate understanding of South Asian cultural values, family dynamics, and community structures
- Bilingual skills (English and any South Asian language). Knowledge of Hindi preferred.
- Ability to provide culturally responsive services
- Excellent written and verbal communication skills for documentation and client interaction

Technical and Professional Skills

- Computer skills including Word, Excel, PowerPoint
- Ability to maintain confidential and ethically appropriate documentation

- Comfortable working independently with minimum supervision
- Valid driver's license, reliable transportation, auto insurance and valid work visa

Additional Requirements

- Ability to work flexible hours
- Completion of MaiFS 101 training
- Maintain professional liability insurance

To apply, please email a cover letter and resume to jobs@maifamilyservices.com.

Mai Family Services is an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.