DONALDINA CAMERON HOUSE (7/2019)

Donaldina Cameron House is a community and faith-based organization that has served the changing needs of the Asian community in the San Francisco Bay Area for 145 years. Our mission is to empower generations of Chinese American individuals and their families to fully participate in and contribute positively toward a healthy society. We put our Christian faith in action to help people learn, heal, and thrive.

JOB DESCRIPTION

**Position:** Counseling Services Team Manager  
**Hours:** Exempt, Full-time (1 FTE) (40 hours per week)  
  Work includes some evenings and weekends  
**Salary:** $64,000-$67,000  
**Benefits:** Medical, dental, and vision benefits starting after 1 to 2 months. 15 days of vacation in the first 12 months. 13 holidays and 10 sick leave days per year. A 403(b) retirement plan, with employer contribution starting after 1 year of service.

**Qualifications:**
- Master’s degree in Counseling, Social Work, or related field  
- Strong leadership qualities and proven track record with a minimum of 2 years of management and supervisory experience  
- Knowledge or experience in working with low-income and limited English-speaking immigrant individuals and families, particularly women and/or children experiencing domestic violence  
- Bi-lingual and bi-literate in English and Cantonese required. Additional fluency in Mandarin is a plus  
- Good communication skills and ability to work with diverse populations in the Asian American community  
- Ability to represent agency and work with other non-profit or government staff

**Accountability:** Counseling Services Team Manager reports to the Director of Social Services Ministry.
Duties and Responsibilities:
1) Supervise, manage, and support the Counseling Services Team within the Social Services Ministry.
2) Build teamwork amongst staff and set program goals and objectives that align with the organization’s mission and vision.
3) Conduct staff and program evaluations.
4) Manage team budget.
5) Prepare and submit timely reports and documents as required by funders or Cameron House.
6) Conduct outreach and community education. Participate and engage in community meetings.
7) Help coordinate and assist with department-wide events for program participants.
8) Co-chair the food component of our annual agency Carnival event.
9) Attend staff/community/committee meetings or assist with other Cameron House programs/events as needed.
10) Provide counseling services to individuals, couples, and families with emotional conflicts, challenges, and difficulties, especially survivors of domestic violence (children and adults).
11) Assess client and develop treatment plan with clients (individuals, couples, and families).
12) Assist clients in accessing community resources if needed or make referrals to other appropriate services, which may include, but not limited to, shelters, housing, mental health, legal, health and governmental services, schools, tutoring programs, socialization groups, support groups, etc.
13) Participate in family or case consultation with schools or other collaborative agencies as needed.

If you are interested, please submit cover letter and résumé via e-mail:
SSMemployment@cameronhouse.org OR mail to:

Attn: Employment (SSM)
Donaldina Cameron House
920 Sacramento Street
San Francisco, CA 94108

Deadline: Until position is filled

To find out more information about Cameron House, please visit www.cameronhouse.org.