



Individual & Family Counselor

ABOUT US

Cameron House is a 150 year old institution that is deeply woven into San Francisco history and rooted in community outreach and support. We proudly hold the honor of serving the evolving needs of the San Francisco Chinese community. Cameron House is a hub of year-round programs and services. These programs include our youth heritage school, adult ESL and computer classes, counseling services in English, Cantonese, and Mandarin, domestic violence intervention, and case management for accessing and managing resources in the San Francisco Bay area. We empower community members to build strength and resilience through family-centered programs, and help people learn, heal, and thrive.

JOB SUMMARY

Reports to the Director of Counseling Services and works as a member for the Programs Department. *Responsibilities include:* providing counseling and support services to individuals and families; helping people set goals aimed at achieving mental and emotional well-being; and seeking ways to employ early interventions.

KEY RESPONSIBILITIES

- Offer culturally sensitive, client-centered counseling to individuals, couples, and families with emotionally challenging situations
- Assist clients with accessing community resources
- Participate in Individualized Education Program (IEP) client/family meetings and case consultations with schools
- Coordinate and facilitate support groups: Cantonese Women's Support Group along with the children's group, and the Chinese Cancer Support Group
- Generate and submit reports and documentation
- Participate and attend staff, community and committee meetings

EDUCATION AND EXPERIENCE

- *Required:* Bachelor's Degree in social work, psychology, public health, sociology, or related field
- *Required:* At least one (2) years of experience working with individuals and/or families
 - NOTE: Master's Degree in social work, counseling, psychology, marriage and family therapy, or related field with some experience working with individuals and families may be substituted for above requirement.
- *Required:* At least one (1) year of experience as a social worker
- *Required:* Experience facilitating groups
- *Preferred:* Knowledge and/or experience in working with survivors of domestic violence

CORE COMPETENCIES

- Strong Communication Skills
 - **Bi-lingual/Bi-literate in English and Cantonese or Mandarin is a plus!**
 - Good writing and verbal skills, able to communicate information and ideas clearly so others understand you. Including the ability to understand information and ideas conveyed verbally and in writing
- Excellent Interpersonal Skills
 - Able to handle confidential and/or sensitive information with discretion
 - Strong observational and listening skills, able to tell when something is wrong or is likely to go wrong
 - Possesses a positive and professional attitude, regardless of the task at hand
- Computer Knowledge
 - Knows how to work on a computer, and learn new computer programs quickly
 - Proficient in Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace, internet searching, and social media
- Able to Reason & Think Critically
 - Capable of solving problems with sound judgment and practical approaches - solution-oriented

IMPORTANT

All candidates must fulfill the following requirements upon being hired:

- Achieve satisfactory clearance from the Department of Justice via Live Scan

- Undergo a screening for tuberculosis
- Complete a Sexual Harassment Prevention training
- Complete forty (40) hours of Domestic Violence Training

JOB TYPE

- Full-time, Regular, Nonexempt

SCHEDULE

- 40 hours per week
- Hybrid - In person three (3) days a week
- Monday to Friday
- Some Weekends, as needed
- Flexible Scheduling

WORK LOCATION

San Francisco Chinatown

COMPENSATION

As a financial steward of public funds, Cameron House is committed to pay equity and transparency. Cameron House offers competitive base salaries aligned with the market midpoint for not-for-profit organizations of similar size. To maintain this commitment, Cameron House does not negotiate salary offers; instead, each offer is carefully calculated using benchmarking data. **This is an nonexempt (hourly) role with a pay range of \$24.79 - \$30.29 an hour.**

BENEFITS

- 401(k) + 4% Employer Match
- 100% Paid Medical, Dental & Vision Insurance
- Flexible Spending Account
- Commuter Benefits & Free Parking
- Wellness Support: Free Local Gym Membership
- Employee Assistance Program
- Life Insurance
- 15 Days of Paid Vacation (to start)
- 13 Paid Holidays
- 10 Days of Sick Time

TO APPLY

Please submit your application, resume and cover letter by clicking on this **[APPLICATION FORM](#)**. Thank you!

NOTE: It's important for you to know we appreciate cover letters, they help us understand why you are interested in working with us and they show us how you express yourself in writing. We will prioritize applicants who provide a cover letter.

In your cover letter, please share a brief overview of how your qualifications align with the requirements for this position.

Cameron House aspires to make the online job application process accessible to any and all users.

If you have a disability that impacts your ability to complete the application process, and would like to request assistance or accommodation, please contact us at accommodations@cameronhouse.org

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any bias including race, color, age, sex, sexual orientation, religion, disability or national origin.

Lastly, pursuant to the San Francisco Fair Chance Ordinance, we will consider qualified applicants with arrest and conviction records.