



## **Job Description**

**Job Title:** Volunteer Counselor

**Department:** Human Services/Non-profit

**Reports To:** Director

**Location:** Remote/Hybrid (Temporarily)

**Prepared By:** Human Resources

## **Company Overview:**

Divine Services & Foundations, Inc. (DSF, Inc.) is a faith-based non-profit organization designed to provide case management services to the local community (Southern Maryland) Surrounding domestic violence, mental health, mental awareness, conflict resolution and enrichment programs. Divine Services & Foundations, Inc., was founded in Fort Washington, Maryland in 2022. DSF, Inc. is embarking on an ambitious plan to raise significant endowment, capital, and program funds to build the organizations immediate impact and strengthen its long-term sustainability.

DSF, Inc. is driven to provide prestigious services by the following core values:

- Spiritual Development
- Integrity
- Hospitality
- The Love of People
- Healing & Positive Transformation
- Serving others
- Unity
- Enriching Lives

For more information about Divine Services & Foundations, Inc., please visit our website at: [www.dsfinc.org](http://www.dsfinc.org)

**Summary:**

A counselor is a health professional that assists with empowering individuals in their actions. They assist clients in identifying solutions to problems and achieving goals. They may provide services in mental health, careers, marriages, families, behavior and many other areas. The purpose of a counselor is to aid individuals in attaining a better quality of life by guiding clients to resolutions to various problems.

**Essential Duties and Responsibilities:**

- Work with individual patients, groups of patients and the community to improve wellbeing.
- Discuss short- and long-term goals and how to achieve them.
- Help patients and clients identify issues and help develop actionable solutions.
- Meet with clients regularly to discuss updates, progress and setbacks.
- Encourage clients to form and maintain positive and healthy habits.
- Refer clients to psychologists or psychiatrists as needed.
- Other duties as assigned

**Requirements:**

- Degree in Social Work, Psychology, Counseling, or Human Service Administration from an accredited college or university required; LMSW or LCSW preferred
- 3+ years of relevant human service, social services, or case management experience
- Knowledge of case management documentation and record keeping
- Experience working closely with youth, young adults and adults
- Experience working with victims and survivors of domestic violence
- Knowledge of substance abuse/recovery, family systems, medical and mental health treatment
- Self-starter who can multitask and efficiently prioritize tasks
- Sensitivity to the needs and challenges of individuals experiencing homelessness, at risk for homelessness, or those who have experience trauma
- Knowledge of community (Washington, DC metro area) providers and resources including LGBTQIA2S+ health care, mental health care, housing, employment, social and needs based services, transportation, and educational resources
- Excellent interpersonal and written communication skills
- Excellent organizational and time management skills
- Must be able to exercise patience and understanding even in escalated or crisis situations