**Counselor** - **Job Description**

Hong Kong Dignity Institute is a registered charity in Hong Kong, providing integrated legal-psychosocial services to society’s most vulnerable members. We are seeking an experienced Counselor to join our team to assist in the delivery of integrated mental health assessments and support. If you are passionate about social justice and walking alongside individuals who have experienced trauma and exclusion, Hong Kong Dignity Institute is a great place to grow your career.

The ideal Counselor has extensive experience with clients who have experienced a high degree of trauma, is trained in trauma-informed methodologies, has a deep understanding of intersectionality, and maintains an expansive network of peers in the field. The Counselor embodies the mission of HKDI by ensuring that our integrated service model is administered to the highest possible standard, and clients are receiving the highest degree of trauma-informed care available in house.

**Responsibilities:**

**Psychosocial Client Services**

* Conduct psychosocial assessment/intake with clients, and/or their families
* Establish therapeutic relationship with clients
* Arrange and guide client meetings and subsequent client communication
* Suggest and implement treatment plans, in a team with our lawyer and social worker, including clear communication of session requirements
* Conduct integrated or individual sessions with clients, as well as with partners, family, groups, or others as clinically appropriate.
* Conduct follow-up with clients and/or collateral contacts as needed.
* Keep neat, accurate, up to date records in conjunction with PSS team; assist in establishing and maintaining CRM
* Ensure safety and security of all notes, including securing hard copies under lock
* Collaborate with in-house legal officer, caseworker, and legal partners to ensure client’s holistic needs are fulfilled
* Actively participate in case review and integrated meetings as needed.
* Liaise with civil society partners to coordinate support services and/or refer clients to HKDI caseworker for follow-up for social support needs
* Conduct medico-legal assessments and reports where needed

**Capacity Building**

* Arrange and deliver trainings to HKDI staff on trauma-informed care, self-care, and related practices
* Arrange and deliver trainings to civil society partners and relevant stakeholders

**Other Tasks**

* Participate in HKDI team meetings
* Attend seminars and other meetings as necessary

**Qualifications and Requirements**

* Degree in Counseling, Psychotherapy, Social Work etc.
* Experience working with populations at risk, i.e. refugees, victims of human trafficking, individuals affiliated with the sex industry etc.
* Training in Trauma Informed Care
* Excellent client facing and communication skills