COUNSELOR
COGNITIVE BEHAVIORAL PROGRAM

Description:
This is a part-time position providing facilitation of cognitive interventions groups. These groups will use the Thinking for a Change curriculum. This individual must maintain strict confidentiality of agency and client related information and display good judgment in conducting group sessions and related business. Duties will include group facilitation, maintaining client files, completing client reports and required paperwork, reporting safety and security issues to appropriate sources, following all conditions as outlined in the contract with DOC, maintain group notes, complete client evaluations/discharge summaries, evaluate client journals and provide feedback, complete DOC monthly progress reports, communicate with supervisors, DOC, ACS staff, complete monthly billing.

Minimum Qualifications:
1. Associate or Bachelor’s degree in human services or related field.
2. 2 years experience facilitating cognitive based programming.
3. 2 years experience working with correctional clients from diverse backgrounds.
5. Computer proficient in Microsoft Office, email, and internet.
6. Interact with employees, clients and agents in an effective manner while maintaining professional boundaries.
7. Ability to maintain the utmost confidentiality of all agency information.

Benefits:
Available to those who qualify for part-time benefits. Part-time benefits include: vision insurance, flex plan, pension, and 403(b).

Employer: ATTIC Correctional Services, Inc.    Hours Per Week: Part-time: 4-6 hours per week
Location: Madison, WI    Shift/Work Days: M, W; 5:30pm – 7:30pm
Wage: $14.00 - $15.00 per hour    Posting Date: February 2, 2016

How to apply:
E-mail, mail, or fax your resume and cover letter to:
ATTIC Correctional Services, Inc.
P.O. Box 7370
Madison, WI 53707
jobs@correctionalservices.org
Fax: 608-223-0019

AA/EOE Drug Free Workplace