

**Nationalities Service Center – Job Announcement**

**Part-Time Art Therapist**

Nationalities Service Center (NSC) is a non-profit organization that provides social, educational, and legal services to immigrants and refugees in the greater Philadelphia area. Our strength lies in the diversity of our clients and services. Since NSC’s founding in 1921, our mission has been to help immigrants and refugees participate fully in American society. Each year, we help approximately 5,000 individuals from over 100 countries.

**Position Overview**

The Art Therapist’s main objective is to develop, implement and manage art therapy services for clients that complement and enhance other Heath and Wellness programming. The Art Therapist will develop, implement and manage individual, group and open arts sessions as well as track data and prepare reports. The Art Therapist will work under the supervision of the Wellness Specialist and the Director of Health and Wellness and will assist in developing and executing the goals and objectives of the department.

**Experience and Education**

* Masters degree in Art Therapy and Counseling
* Minimum 1 year experience leading individual and group art therapy sessions
* Minimum 1 year previous experience working with immigrants
* Experience developing programs and projects in atypical settings

**Essential Functions**

* Develop, implement and manage effective art therapy plans in individual and group setting
* Provide creative art therapy services to immigrant, asylee, refugee, and asylum-seeking adults who have experienced violence and trauma
* Assist in client recruitment, prepare flyers, promote to case managers
* Conduct all activities within the funders’ and NSC’s guidelines
* Maintain accurate, timely and orderly case database and financial records and preparing outcome and statistics reports in a timely and accurate manner
* Effectively communicate project expectations, progress or any major issues to Wellness Specialist and Department Director
* Proactively manage changes in project scope, identify potential crises, and devise contingency plans
* Work with Wellness Specialist to schedule interpreters and reserve space for sessions
* Assist with the implementation of department goals and objectives
* Actively participate in weekly case meetings and other department, agency, community and provider meetings, as needed
* Advocate on behalf of the clients and those similarly situated within NSC and throughout the broader community.

**Knowledge, Skills and Abilities**

* Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with diverse groups of co-workers, external business partners, and the community
* Strong understanding of refugee/individual/collective trauma and impact on client wellbeing
* Ability to build rapport and therapeutic relationship with clients and families
* Demonstrates multicultural awareness and experience working with immigrant population
* Commitment to promote social justice and develop critical consciousness
* Excellent organizational and written, verbal and non-verbal communication skills
* Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial
* Exceptional problem-solving skills. Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.
* Must be pro-active in assessing needs, risks, and opportunities
* Detail-oriented, ability to multi-task and effectively prioritize.
* Strong computer skills. Familiar with the usage of Microsoft Office and Excel
* Experience at working both independently and in a team-oriented, collaborative environment is essential
* Strong understanding of NSC’s mission, vision, values, and programs
* Knowledge of legal and political issues, and community resources and benefits that impact and/or benefit the targeted client needs
* Bilingual skills are preferred

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee will frequently stand; walk; sit; use hands to finger, handle, or feel objects, tools or equipment; reach with hands and arms; balance; talk or hear. The employee will occasionally climb stairs; stoop; kneel; crouch or crawl; taste or smell.
2. The employee must occasionally lift and/or move up to 25 pounds.
3. Operate related office equipment and use necessary tools.
4. Specific vision abilities required by the job include frequent reading and close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Able to participate in training sessions, presentations, and meetings.
* Some travel may be required for the purpose of meeting with clients or vendors.
* The noise level in the work environment is usually moderate.

Nothing in this position description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

**Hours:** Part-time up to 18 hours per week.

**Compensation:** The position is part-time non-exempt.

**To Apply:** For consideration, please send your cover letter, resume, to jobs@nscphila.org. Applications deadline is **07/31/18.** NSC does not discriminate in employment because of age, sex, race, religion, national origin, and sexual orientation or for any reason not relevant to the qualifications of the position.