



Position Description Counselor

Position Summary: *Responsible for service delivery to victims who have experienced or been affected by Abuse to aid in the individuals healing and recovery from the trauma.*

Qualifications

- Licensed professional (LMSW, LCSW, LPC or LMFT)
- Preferred experience in social services and or mental health
- Bilingual preferred

Duties

Client Services

- Provide access to services either face to face, through telephone or video in response to individuals seeking services for family violence and/or sexual assault.
- Provide intake sessions assessing individual's need for services.
- Provide therapeutic environment either individually or in a group setting to facilitate growth and healing.
- Use crisis intervention, advocacy, and peer support techniques to facilitate recovery from assault and decrease the effects of experienced trauma,
- Provide information and referrals to clients to assist in access to community, medical, legal, and employment, clothing, legal information, and assistance in the civil and criminal justice system to include information on obtaining crime victim compensation benefits and protective orders, SAVNS, and victim impact statements and panels.
- Provide advocacy as needed with client or on behalf of client with community resources.
- Provide personal accompaniment for clients to court, medical exams, and other community resources.
- Participate in the development of specific plans and goals to accomplish service needs and develop written materials, as needed, to enhance client's knowledge and awareness of Family Violence and Sexual Abuse dynamics. and working with clients to identify needed resources and/or options to heal from abuse.
- Provide direct service and on call coverage to the agency as needed to ensure 24-hour availability of services to include Sexual Assault Exams
- Participate in the ongoing case management of clients to include evaluating client progress and ways to improve service delivery.,

Program Responsibilities

- Maintain client service logs, client intakes and paperwork, and hotline documentation for agency and grant funders.
- Attend meetings and trainings pertinent to job performance.
- Evaluate and modify service delivery to ensure Family Violence and Sexual Assault victims' needs are being met.
- Participate in trainings and education to increase understanding of Family Violence and Sexual Assault client's emotional, psychological, and physical needs to heal from the trauma of the abuse.

Personal Skills:

- Ability to communicate needs and provide input to services related to sexual assault.
- Ability to remain calm and make decisions effectively while coping with crisis situations.
- Ability to understand and comply with confidentiality policies.
- Ability to handle multiple tasks and prioritize workload.

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- Requires good verbal and written communication skills.
- Must have emotional/physical stamina to deal with prolonged crisis situations.
- Ability to work independently without supervision.
- Ability to be flexible and change duties with short notice as needed.
- Adopt and practice the agency model of open, honest, and ethical communication and communicate effectively with clients and other staff members.
- Maintain an understanding of appropriate boundaries and relationships with both clients and staff.
- Must have reliable transportation and current auto insurance as required by the State of Texas.

Physical/Sensory:

- Ability to walk, stand, kneel, push, stoop, reach above the shoulder, bend repeatedly, grasp, pull, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift, and carry under 45 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- Conditions include working closely with others, working alone, working while children are playing close by, working protracted or irregular hours.

Supervisor: Client Services Director
Work Schedule: Flexible Monday through Friday and on call duty (some weekends and holidays required)
Location: Outreach and Residential in Walker County
Status: Exempt, Full-time

***This position is made possible fully or in part by existing grant funding; continued employment and salary could be contingent on funding renewal with applicable grants. ***

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as exhaustive of all responsibilities, duties and skills required for the position.

Staff

Date

Supervisor

Date