



### S.A.F.E. Place Position Description

<b>TITLE:</b> Counselor	<b>PAY RANGE:</b> \$19.00-\$25.00/hour
<b>STATUS:</b> Non-Exempt, Hourly, Part-time (20-30 hours per week)	<b>HOURS OF WORK:</b> Flexible schedule based on agency need including some evenings & weekends.
<b>SUPERVISOR:</b> Clinical Coordinator	<b>SUPERVISORY RESPONSIBILITIES:</b> Interns and volunteers as assigned.
<b>TRAVEL REQUIREMENTS:</b> Position may require travel and use of own vehicle. Mileage will be reimbursed at the rate specified in the Employee Handbook.	

#### POSITION OVERVIEW

The Counselor is responsible for providing trauma-informed, survivor-centered counseling and support groups to survivors of domestic violence and their children based on the empowerment philosophy. The Counselor supports clients in processing their trauma history, learning about domestic violence and healthy relationships, safety planning, and developing healthy coping strategies.

#### KEY DUTIES

1. Support survivors from a strengths-based perspective in setting self-determined goals for counseling and provide trauma-informed counseling to adults and children.
2. Assist with safety planning and provide psychoeducation on domestic violence.
3. Provide relevant resources and referrals as requested.
4. Provide crisis intervention and support to clients experiencing mental health crises.
5. Meet clients at agreed upon public locations for counseling and crisis response.
6. Facilitate group counseling and workshops.
7. Maintain client files and enter data/client activities in agency database.
8. Attend outreach and awareness events to represent the agency and provide information on services available for survivors.
9. Attend presentations with Outreach Coordinator to provide support and follow-up to attendees.
10. Assist with training staff and volunteers.
11. Attend weekly program and staff meetings.
12. All other duties as assigned.

#### EDUCATION/EXPERIENCE/SKILLS

- Master's degree in social work or related field and licensure in the State of Michigan required.
- Experience working with survivors of domestic violence and crisis intervention skills preferred. Investment in the empowerment philosophy required.
- Proficient with Microsoft Office and ability to learn agency database.
- Ability to work as a team, adaptability, flexibility and dependability.

**Equal Opportunity Employer**

Revised: 9/2019, 7/2021, 3/2022



## **DISCLAIMER**

This job description is not an exhaustive list of all functions that the employee may be required to perform. The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. S.A.F.E. Place is an at-will employer.

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