

EASTLAND COUNTY CRISIS CENTER INC.

Job Description Form

Job Title	Counselor		
Reports to	Executive Director	Revised effective:	September 1, 2018
Division/Department			

Level/Grade	Type of position:	Hours: 40 / week
	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Volunteer	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt

GENERAL DESCRIPTION

- ◆ Provide counseling and direct services to clients, family members, and other affected persons who are victims of acts of violence
- ◆ Facilitate individual and group counseling sessions as needed
- ◆ Assess needs of clients and develop treatment plan and goals
- ◆ Organize and maintain the children's supplies for play and therapy
- ◆ Document all services provided to clients according to agency requirements and guidelines
- ◆ Maintain appropriate licensure and meet all licensing board requirements
- ◆ Completing work within ethical standards, professional guidelines and agency missions and policies, including confidentiality and a victim-centered approach to service delivery
- ◆ Providing advocacy to clients as needed in dealing with domestic violence and sexual assault
- ◆ Assist Executive Director in development of counseling program and CVAC services
- ◆ Attend training to meet education requirements of the agency and licensing
- ◆ Work to build collaborative efforts within the community to assist victims of crime
- ◆ Participate in continuing education programs to facilitate the expansion of knowledge with regards to victim issues and counseling
- ◆ Work collaboratively with agency staff and partners to develop and facilitate education, training, and awareness programs regarding agency, victim rights, family violence, sexual assault, child abuse, and other violent crimes
- ◆ Maintain therapy records according to all federal, state, licensure, and agency mandates and protocols
- ◆ Create and analyze statistical reports from agency databases and provide regular updates of those reports to ED
- ◆ Complete additional duties as assigned by the Executive Director

WORK EXPERIENCE AND SKILL REQUIREMENTS

- ◆ Prefer a minimum of 2 years' experience counseling working with families, victims of abuse, or similar focus
- ◆ Prefer additional certification in a proven trauma therapy method (ex: TF-CBT)
- ◆ Prefer ability to read, write, and speak fluent Spanish
- ◆ Minimum of Counseling Intern credentials, working towards LPC or LMFT

EDUCATION REQUIREMENTS

- ◆ Master's degree in counseling, obtained LMFT, LPC, or LCSW. (Candidates can be interns, with approval of Executive Director.)

REVIEWED BY _____ Title

APPROVED BY _____ Title