COUNSELOR

*Non-Exempt ~ 30hrs*

**Hiring Range:** **$24.82-$29.20 per hour**

*(5% pay differential for fluent Spanish, Cantonese, Mandarin, Hindi, or Tagalog bilingual language skills)*

**General Responsibilities:** Under the direction of the Director of Sexual Assault Services, the Counselor will provide individual, family and group counseling to homeless, domestic violence and/or sexual assault survivors, their children, and significant others. This position provides advocacy to survivors of sexual assault and coordinates training programs for volunteers and staff. Ten hours a week will be dedicated to providing Counseling to the clients at Santa Rita Jail.

**General Requirements:** Related MA/MS/MSW required. (LMFT/LCSW not required). One-year experience counseling survivors impacted by trauma required. Experience working in a detention facility preferred. Ability to manage time and tasks effectively. Knowledge of family violence, homeless issues, and sexual assault preferred. Completion of Agency Training within 6 months of employment (if not before).

##### SPECIFIC AREAS OF RESPONSIBILITY

**I.** PROVISION OF COUNSELING AND DIRECT CLIENT SERVICES

1. Under the terms of grant contracts, will work with counseling and advocacy staff to coordinate services to domestic violence, sexual assault survivors, the homeless, their children, and secondary victims. At least 80% of counseling will end in 8 weeks.
2. Responsible for attaining grant objectives in each specific area.
3. Responsible for treating a consistent weekly average of adult, family and/or child counseling sessions with assigned clients, the average number of sessions to be assigned by the Director of Sexual Assault Services. Hours may be reduced if case load averages are not consistently maintained.
4. Conduct no less than one weekly domestic violence, parenting and/or sexual assault, groups for residents, ex-residents and community residents; development of additional groups as requested. Groups will not meet longer than 12 weeks each.
5. Provide crisis line and back-up coverage, as needed.
6. Responsible to comply with all legal and ethical mandates, including elder abuse reporting, CPS reporting, 5150 laws and suicide assessment.
7. Responsible to keep client files current, to collect fees and to follow procedures accurately and in a timely manner.
8. Responsible for ensuring all clinical information is reported to the Clinical Supervisor, and program information is reported to the Director of Sexual Assault Services.
9. Responsible for keeping the Director of Sexual Assault Services and Clinical Supervisor current regarding clinical issues, including: client progress reports, treatment plans, appropriate terminations and no-shows, etc... at the monthly Departmental Meetings. If unable to access the Director of Sexual Assault Services or Clinical Director, report all pertinent clinical information to the Executive Director.
10. Responsible for phone intakes and assessment of clients.
11. Attends and participates in weekly individual and group clinical supervision.
12. Responsible to compile accurate statistics. Statistics and another agency documentation must be turned in by the 5th of the month, or as required.

M. As requested by the Director of Sexual Assault Services, networks/consults with other professionals, i.e., therapists, doctors, police, on behalf of clients.

**II.** COMMUNITY EDUCATION

1. Responsible for coordinating the training program, which combines domestic violence and sexual assault certification, to train all direct service volunteers and new staff.
2. Conduct community education presentations as needed.

III. GENERAL TASKS – PERFORMS GENERAL TASKS AND REPRESENTS TRI-VALLEY HAVEN IN A PROGESSIONAL MANNER, AS NEEDED:

 A. Attend staff and Board meetings, as requested.

 B. Facilitates Volunteer Training Sessions, as requested by Director of Sexual Assault Services.

 C. Participates in community fundraising and special events, as required.

 D. Participates in community outreach and education, as requested by Director of Sexual Assault Services.

 E. Must have a valid California Driver's License and an insured automobile that employee will use as necessary for agency related business, including emergency transportation of clients.

1. Must maintain a good Motor Vehicle Record (MVR) in order to be able to drive for the agency.

**IV.** OTHER TASKS AS ASSIGNED BY THE Director of Sexual assault services AND/OR THE EXECUTIVE DIRECTOR WITHIN THE SCOPE OF TRI-VALLEY HAVEN’S MISSION**.**

## **V.** ADA ESSENTIAL TASKS

 A. Working alone

 B. Working in high stress situations

 C. Working in emergency situations

 D. Working off-shift/rotating schedule

 E. Good reading vision

 F. Sitting

 G. Good communication skills

 H. Specific knowledge or education

 I. Learning ability

 J. Operation of motor vehicle

 K. Good distance vision

 L. Ability to speak clearly

 M. Ability to discriminate speech

 N. Reasoning and thinking skills

 O. Ability to problem solve

# I have read the above and understand that this is the job description for the position of

*COUNSELOR.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Signature Date*