



## TRI-VALLEY HAVEN

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### Administration

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## COUNSELOR (PREA)

*Non-Exempt ~ 40 hrs.*

**Hiring Range: \$24.82 - \$30.20 per hour**

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

**General Responsibilities:** Under the direction of the Clinical Supervisor, the Counselor will provide individual and group counseling to incarcerated survivors of domestic violence and/or sexual assault at Santa Rita Jail and Dublin Federal Correctional Institution, in addition to counseling services to adults and adolescents at the agency's confidential domestic violence shelter. This position provides advocacy to survivors of sexual assault and coordinates training programs for volunteers and staff.

**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

- A. Under the terms of grant contracts, will work with counseling and advocacy staff to coordinate short-term counseling services to incarcerated survivors of sexual assault and to survivors of domestic violence at Tri-Valley Haven's confidential domestic violence shelter.
- B. Responsible for attaining grant objectives in each specific area.
- C. Responsible for treating a consistent weekly average of counseling sessions with assigned clients, the average number of sessions to be assigned by the Clinical Supervisor. Hours may be reduced if caseload averages are not consistently maintained.
- D. Conduct one weekly domestic violence and/or sexual assault, groups for incarcerated survivors, residents, or community clients; development of additional groups as requested. Groups will not meet longer than 12 weeks total.
- E. Provide crisis line and back-up coverage, as needed.
- F. Responsible to comply with all legal and ethical mandates, including elder abuse reporting, CPS reporting, 5150 laws and suicide assessment.
- G. Responsible to keep client files current, to collect fees and to follow procedures accurately and in a timely manner.
- H. Responsible for ensuring all clinical information is reported to the Clinical Supervisor, and program information is reported to the Director of Sexual Assault Services.
- I. Responsible for keeping the 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.
- J. Responsible for phone intakes and assessment of clients.

*"Creating homes safe from abuse."*

- K. Attends and participates in weekly individual and group clinical supervision.
- L. Responsible to compile accurate statistics. Statistics and another agency documentation must be turned in by the 5<sup>th</sup> of the month, or as required.
- M. As requested by the Clinical Supervisor or Director of Sexual Assault Services, networks/consults with other professionals, i.e., therapists, doctors, police, on behalf of clients.

**II. COMMUNITY EDUCATION**

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

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

- A. Attend staff and Board meetings, as requested.
- B. Facilitates Volunteer Training Sessions, as requested by supervisor.
- 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.
- F. 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**

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|--|-----------------------------------|
| A. Working alone                       | I. Learning ability               |
| B. Working in high stress situations   | J. Operation of motor vehicle     |
| C. Working in emergency situations     | K. Good distance vision           |
| D. Working off-shift/rotating schedule | L. Ability to speak clearly       |
| E. Good reading vision                 | M. Ability to discriminate speech |
| F. Sitting                             | N. Reasoning and thinking skills  |
| G. Good communication skills           | O. Ability to problem solve       |
| H. Specific knowledge or education     |                                   |

**Tri-Valley Haven is an Equal Opportunity Employer, committed to excellence through diversity.**