



## **JOB DESCRIPTION**

<b>Job Title:</b>	Counselor
<b>Hours:</b>	Full-time
<b>Reports To:</b>	Clinical Director
<b>FLSA Status:</b>	Non-Exempt
<b>Approved by:</b>	Chief Executive Officer (CEO)
<b>Revised:</b>	August 27, 2019

### Summary:

Counselors take an active part in the development and delivery of counseling services for sexual abuse survivors and their families including individual, couples, family, group, and/or child play therapy. Counselors provide counseling/intake services at The Rape Crisis Center (RCC) and/or offsite properties per collaborative working agreements with participating institutions. Counselors provide crisis care for clients who become suicidal or threaten harm to others. In addition to client services, counselors develop and present staff trainings and public speeches describing counseling services. Counselors regularly collaborate with peers and attend supervisions to insure best-practice client care. Counselors adhere to codes of ethics and recognized standards of practice as regulated by the state of Texas. Counselors directly report to the Clinical Director.

### General Responsibilities:

- Counselors deliver specialized and trauma-informed counseling services for sexual abuse survivors and their families including individual, couples, family, group, and/or child play therapy.
- Counselors deliver victim-centered counseling with the goal of supporting the victim's recovery process through listening, encouraging, validating, reflecting, giving resources, and providing a safe counseling environment.
- Counselors maintain accurate client records including intakes case notes, treatment plans, assessments, consent forms, releases of information, and other information reflecting contact with, for, or about the client.

- Counselors monitor their caseloads for follow-up, documenting opening date and closing case dates.
- Counselors, with the concurrence of the Clinical Director, provide clients with referrals to longer-term therapy and/or other support services.
- Counselors, with the concurrence of the Clinical Director, testify in court and/or answer requests for client information.
- Counselors facilitate one to two support groups per year or as directed.
- Counselors follow the agency grant requirements.
- Counselors answer after-hour crisis calls at the discretion of the 24-hour hotline operator.
- Counselors participate in the development and delivery of trainings to staff and volunteers on topics related to sexual assault, suicide prevention, confidentiality, trauma-informed care, cultural sensitivity, vicarious trauma, and self-care.
- Counselors participate in cultural sensitivity trainings designed to expand awareness and strengthen their abilities to work with clients from varying backgrounds.
- Counselors represent RCC and provide services at off-site locations (ALPHA HOME, BCJDC, BCJPC, BJC, Satellite offices).
- Counselors demonstrate professionalism within the agency and in the community and follows RCC ethical and confidentiality practices.

#### Unique Duties /Responsibilities:

- Counselors must complete The Rape Crisis Center's 40-hour Sexual Assault *Training* Program, Certified by the Office of the *Attorney General*, within six months of employment.
- Counselors stay current with continuing education, licensing, and insurance requirements.
- Have a working knowledge of the RCC hotline, accompaniment, online hotline, front office, and provide clinical back-up and information on a 24-hour basis.
- Attend Staff and other meetings as directed.
- Participate in fund-raising events as needed and directed.
- Assist with updating and maintaining a comprehensive contact list of local agencies, organizations, schools and other groups where programs on sexual violence may be provided.
- Maintain a library of research based materials to use in training and/or presentation development including books and DVDs.
- Assist in the development and/or delivery of volunteer, staff and other in-house trainings as directed.

#### Professional and Education Qualifications:

- Master's Degree in counseling, psychology, marriage and family therapy, social work or related field from an accredited college or university is required.
- Licensed Professional Counselor, Licensed Professional Counselor Intern, Licensed Marriage and Family Therapist, Licensed Clinical Social Worker, or attainment of state-certified internship license within 3 months of start date is required.
- Professional liability insurance coverage is required.
- Experience in counseling sexual assault survivors is preferred.
- Experience with play therapy is required.

- Experience working with age 3 and up who present with behavior and/or emotional concerns such as abuse, trauma, neglect, domestic violence, family breakdown, or bereavement
- Experience working with varying cultures and ethnicities is preferred.
- Bilingualism is preferred.

Job Specifications (minimum knowledge, skills, and abilities required):

Special Technical Knowledge:

- Required to complete The Rape Crisis Center advocate training program within six months of employee’s start date.

Special Administrative Knowledge:

- Excellent written and oral communication skills.
- Must be able to demonstrate some computer knowledge and be willing to be trained to use an internal data base and other programs such as Microsoft Word, Microsoft Excel, etc.
- Ability to maintain professional integrity and confidentiality.
- Motivation to work with victims of sexual assault and trauma is desired.
- Good telephone etiquette customer service skills.
- Ability to respond appropriately to disclosures of victimization and to work effectively in a crisis situation.
- Ability to manage multiple projects by maximizing utilization and productivity skills.
- Awareness of the importance of volunteerism and grassroots efforts and their essential role in social services.

Physical Requirements & Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light to none – Lifting, pulling, pushing up to 25 pounds, assisting and/or helping lift items or awkward weights. Some bending/stooping, reaching above/below waist, lifting, walking, standing, kneeling, pushing/pulling movements. Majority of the physical demands for this position would be considered sedentary.

I am acknowledging that I have received my job description. Please provide a signed copy to the Executive Directors for inclusion in your personnel file.

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Counselor’s Signature

\_\_\_\_\_  
Date

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Clinical Director’s Signature

\_\_\_\_\_  
Date