



# A L L I A N C E

## AGAINST FAMILY VIOLENCE AND SEXUAL ASSAULT

STRENGTHENING OUR COMMUNITY ONE STEP AT A TIME

### ALLIANCE AGAINST FAMILY VIOLENCE AND SEXUAL ASSAULT

#### Counselor Job Description

<b>Responsible to:</b>	<i>Clinical Supervisor</i>
<b>Employment Classification:</b>	<i>Exempt</i>
<b>Department:</b>	<i>Outreach Services</i>
<b>Education:</b>	<i>Masters Degree in Social Work, Marriage and Family counseling or related field. Internship possibility.</i>
<b>Level of Supervision Required:</b>	<i>Intermediate to minimal</i>
<b>Hours:</b>	<i>Part Time</i>

**Experience:** Experience in providing crisis intervention and counseling to women, men, children and/or a working knowledge of community resources, awareness and understanding of victims of Domestic Violence and Sexual Assault. Essential experience working with diverse population.

#### **Essential Job Duties and Responsibilities:**

- Provide group therapy and co-facilitating groups to men, women and couples in abusive relationships victims of sexual assault.
- Provided group therapy and/or individual sessions available to men, women and their children, that have been a victim of sexual assault.
- To provide therapy to children of domestic violence and sexual assault.
- To provide therapy to both court ordered and self-referred clients in the shelter and outreach basis.
- Schedule and maintain a weekly supervision meeting with the Clinical Supervisor.
- Maintain and turn in on time accurate records of:
  - Maintain accurate client files and coordination the collection of data.
  - Maintain accurate court ordered files and current monthly progress reports.
  - In-services, training, meetings, and presentations personally attended or provided.
  - Numbers of Alliance literature, pamphlets, cards etc. personally distributed.
  - Maintain mileage log.
  - Timesheet
  - Other reports, records or statistical information assigned

**Essential Job Duties and Responsibilities (Continued):**

- Attend all meetings assigned in/out of agency.
- Provide feedback to Outreach Site Supervisor regarding rural outreach, offices sites, working conditions, clients, etc.
- Attend Clinical Staff Meetings.

**Essential Position Requirements:**

- Fluency in Spanish, both verbal and written.
- Ability to operate telephone, most frequently while taking notes.
- Free from personal Domestic Violence and/or Sexual Assault issues.
- Free from arrest/conviction record.
- Free from substance abuse.
- Have and maintain a valid California Driver's License and a good driving record. Have reliable transportation available at all times during scheduled workdays. When traveling on Alliance work time or in performance of Alliance work duties, obey all road signs and traffic laws. Maintain automobile insurance.
- Ability to travel to rural areas of Kern County to provide peer counseling and educational services to victims of Domestic Violence and Sexual Assault.
- Follow all employee policies and procedures according to employee handbook.

**Aptitudes:**

- Good verbal and written communication abilities.
- Excellent organizational habits and abilities.
- Self motivated
- Excellent record keeping skills
- Must be able to work with clients, co-workers, community members and other professional from a wide variety of racial, ethnic socio-economic, religious and abilities/disabilities in caring, non-judgmental and professional manner, frequently under trying conditions.
- Ability to work effectively under stressful conditions.

Signature\_\_\_\_\_

Date\_\_\_\_\_