

EASTLAND COUNTY CRISIS CENTER INC.

Job Description

Job Title	Counselor		
Reports to	Executive Director	Effective:	September 1, 2021
Division/Department	Works primarily with CAC program, but also has some time on CVAC program		

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
- ◆ Participate in the MDT meetings as needed
- ◆ Maintain therapy records according to all federal, state, licensure, and agency mandates and protocols
- ◆ Maintain appropriate licensure by the state of Texas to meet licensing board and agency requirements
- ◆ Completing work within ethical standards, professional guidelines and agency missions and policies, including confidentiality and a victim-centered approach to service delivery
- ◆ Participate in agency's major public events and work to build collaborative efforts within the community to assist victims of crime
- ◆ Attend training to meet education requirements of the agency and licensing
- ◆ Have, or obtain within a set timeframe, and keep, specific trauma therapy modality certification (ex: TFEBT, EMDR, play therapy)
- ◆ 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 regarding victim issues and counseling
- ◆ 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: TFEBT, EMDR, Play Therapy)
- ◆ Proficiency in using Microsoft Office applications such as Word and Excel, calendar system and e-mail
- ◆ Prefer ability to read, write, and speak fluent Spanish
- ◆ Minimum of Counseling Intern/Associate credentials, working towards LPC or LMFT with qualified supervision (must provide therapy supervision contact information)
- ◆ Must possess a valid driver's license and maintain current auto insurance
- ◆ Physical demands include general office work, occasional lifting, up to 25 lbs.

EDUCATION REQUIREMENTS

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

REVIEWED BY

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Revised 4/19/2021