

**Family Crisis Center of East Texas**  
*(Women's Shelter of East Texas, Inc.)*  
**Job Description**

**Job Title:** Counselor  
**Dept. /Program:** Shelter/Outreach – Victim Assistance Program  
**Reports To:** Program Director  
**FLSA Status:** Non-Exempt  
**Approved By:** Executive Director  
**Approval Date:** November 2015

**POSITION SUMMARY:**

Plans, coordinates and implements the agency's group and individual counseling services to victims of domestic violence and sexual assault.

**SEXUAL ASSAULT ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Conducts intervention needs assessments and provides an "Intervention Treatment Plan" for clients seeking counseling services.
- Coordinate support group counseling services for nonresidential clients at outreach center sites on an as-needed basis.
- Coordinate weekly support group counseling services for residential clients.
- Provides individual counseling services on an as-needed basis for residential, non-residential, and transitional housing clients.
- Provides telephone screening, information and referral, and appointments for callers seeking counseling services.
- Provides client intake for face-to-face non-resident victims seeking counseling services, as needed.
- Performs specialized duties for assessment of client's needs; develop and implement treatment plans for youth and adults.
- Acts as a personal advocate for client on an as-needed basis.
- Coordinates all counseling referrals for counseling program.

**DOMESTIC VIOLENCE ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Conducts intervention needs assessments and provides an “Intervention Treatment Plan” for clients seeking counseling services.
- Coordinate support group counseling services for nonresidential clients at outreach center sites on an as-needed basis.
- Coordinate weekly support group counseling services for residential clients.
- Provides individual counseling services on an as-needed basis for residential, non-residential, and transitional housing clients.
- Provides telephone screening, information and referral, and appointments for callers seeking counseling services.
- Provides client intake for face-to-face non-resident victims seeking counseling services, as needed.
- Performs specialized duties for assessment of client’s needs; develop and implement treatment plans for youth and adults.
- Acts as a personal advocate for client on an as-needed basis.
- Coordinates all counseling referrals for counseling program.

**VOLUNTEER PROGRAM ESSENTIAL DUTIES AND RESPONSIBILITIES**  
include the following:

Assists the Community Development Director with recruitment, screening and training of student interns to work in the counseling program of WSET.

Serves as a liaison and maintains professional relationship with referring agencies in the local community.

Assists with community education presentations when needed.

Records timely and appropriate documentation in client records to reflect delivery of services.

In accordance with the philosophy of the agency, may be required to carry out or assist with other tasks in addition to the duties listed above.

**Miscellaneous:**

Attends and participates in agency staff meetings and other agency functions as directed by Supervisor and/or Executive Director

Attends conferences as directed by Supervisor and/or Executive Director

Other duties as assigned by Supervisor and/or Executive Director

Believes in, promotes and acts in accordance with the agency's mission and goals

Promotes and acts in accordance with the agency's mission and goals.

This position is funded by a grant and is subject to elimination if the grant funding ends.

### **SUPERVISORY RESPONSIBILITIES**

This position is responsible for the supervision of the counseling services, and coordination of services, in WSET service areas. Recruits, screens, trains, evaluates and supervises counseling interns.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and the ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION, TRAINING AND/OR EXPERIENCE**

Masters Degree in counseling, or a related field with two (2) years experience in providing group and individual counseling preferred.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to write accurately and concisely for client file documentation, and staff information. Ability to speak effectively before groups and clients. Ability to communicate in a helpful and courteous manner. Bilingual skills in English/Spanish strongly preferred.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as addition, subtraction, multiplication and division, as it applies to the required weekly and monthly reports, and practical situations.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Ability to organize workloads and set priorities to carry out assigned tasks in a timely manner. Ability to manage multiple duties. Ability to demonstrate discretion and common sense.

**CERTIFICATES, LICENSES, REGISTRATIONS**

LPC or LPC-I preferred

Must have and maintain a valid Class C Texas Drivers License and proof of current insurance.

Must have and maintain an acceptable criminal record check.

**PHYSICAL DEMANDS**

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.

This job requires frequent prolonged sitting, walking and standing. Frequent telephone contact. Occasional local travel.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Frequent exposure to communicable diseases. Occasional exposure to violent, abusive individuals. Frequent exposure to clients with addiction or psychiatric disorders. Occasional exposure to physically aggressive children.

**SIGNATURE BLOCKS**

I Acknowledge receipt of the above job description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

I have reviewed the job description with the employee.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date