

**YWCA Eastern Union County
JOB DESCRIPTION**

Title: Domestic Violence Counselor	Department: Direct Counseling
Supervisor: Director of Counseling	Effective Date: 11/1/2009
Status: Regular full-time and/or part-time	Grade: Exempt

Summary:

The Domestic Violence Counselor (DVC) position, at the direction of and in collaboration with the Director of Counseling (DoC), has the responsibility provision of all direct counseling services to survivors of domestic violence. This position will work closely with the DoC to assist in the development of a safe and confidential atmosphere for all clients of the YWCA. This position reports directly to and is supervised by the Director of Counseling.

Experience/Knowledge/Specialized Training

Must possess a Masters Degree in Counseling, Social Work, , Psychology or related field. Should have at least 2 years experience working in the field of domestic violence. Must have knowledge and understanding of domestic violence and trauma. Must demonstrate cultural competency in experience or education. Excellent verbal and written skills a must. Must possess strong public speaking skills. Knowledge of computer programs including but not limited to Microsoft office, Power Point and Excel. Preferably be bilingual in Spanish.

Essential Job Duties

Counseling / Case Management

- Responsible for ensuring the following services are provided to residential and non-residential clients: individual counseling, support groups, advocacy, provide domestic violence information and referrals to outside agencies, refer to YWCA attorney and/or court advocate as appropriate.
- Provide the following direct services: intakes/exit interviews, initial individual counseling sessions (including safety planning, education, assessment for services) and psycho-educational group counseling, client advocacy and referral.
- Meet walk-in clientele as needed.
- Conduct Family Violence Option (FVO) Assessments as needed.

Recruitment/Outreach

- Ensure that the public and other service providers are aware of YWCA EUC's counseling services program.
- Provide trainings and educational seminars and other awareness-raising events to different groups throughout Union County to educate on the signs and symptoms of domestic violence, identifying victims of domestic violence, and how to assess and refer appropriately for services.

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- Assist in providing technical assistance and/or training to volunteers and other community groups.
- Update outreach materials and maintain material for curriculum and procedures.
- Work in conjunction with the DoC to ensure that all communities within the service area of Union County are served.

Program Development

- Expand the services provided in the counseling program to meet the needs of diverse communities.
- Collaboration with the DoC and the Executive Director to ensure that program is directed by agency goals and priorities as indicated in the Strategic Plan.

Documentation / Supervision

- Responsible for grant management in the form of reporting and statistics for counseling in both residential and non-residential programs, including coordinating application writing, report preparation and acting as a liaison with contract monitors, assuring that required levels of services are maintained.
- Documentation: maintain case records for clients, complete service schedules, and maintain other records as needed.
- Participate in supervisory meetings with the DoC on a weekly basis.
- Attend monthly staff and Intra-program Counselor Group/Case Management meetings, as well as weekly Case Review with shelter staff.
- Complete statistical and narrative reports monthly or as needed.

Secondary Responsibilities

- Attend and participate in community and board of director meetings as needed
- Represent the Agency to other organizations as assigned.
- Represent the YWCA on external committees, as appropriate.
- Participate on internal committees as appropriate.
- Other duties as assigned by supervisory personnel.

Job Requirements

- Maintain flexibility in schedule to meet client needs.
- Be available for some evenings and weekend interventions with clients.

NOTE: This job description is a broad outline of the responsibilities and duties of the Domestic Violence Counselor that will be amended as needed to meet the program priorities of the YWCA EUC and their ensuing work requirements. It should not be construed as a contract.