

Help Center, Inc. Job Description

PROGRAM: Sexual Assault Counseling Center (SACC) .5 FTE

TITLE: SACC/CAC Counselor/Advocate

SALARY RANGE: \$14,500.00 - 17,500 annually at halftime. (.5 FTE)

NOTE:

Position is subject to Help Center, Inc. Policies, including probationary period .
Position Includes benefits including sick pay, 1 week vacation pay, and health care contribution. This position may be combined with other positions within the agency, when available possibly resulting in full time employment.

GENERAL SUMMARY:

Primarily responsible for providing personal, legal and medical outreach and advocacy and trauma based therapies, trauma work and advocacy for primary and secondary victims of all ages, including children. Position requires expertise in children, adult and family services. Additional training is provided. All services are provided through the Sexual Assault Counseling Center and the Gallatin County Child Advocacy Center. Services include emergency and scheduled response including individual counseling, group counseling, on call outreach and legal, medical, and personal advocacy and case management.

Required Knowledge, Skills and Abilities:

1. Master's Degree (licensed preferred) in counseling or related field and/or extensive experience in counseling survivors of sexual violence trauma.
2. Mastery of trauma theory and demonstrated understanding of and skill in working with victims.
3. Ability and willingness to work independently and with others.
4. Ability to exercise professional judgment and take responsibility for program policies and procedures.
5. Experience and/or training in principles of group theory and facilitation.
6. Ability, experience and willingness to work with children and families.
7. Ability to work in a multidisciplinary team environment.
8. 2 years of experience advocacy or equivalent advocacy training

Principle Duties and Responsibilities:

The SACC/CAC Counselor/Advocate primarily provides trauma based advocacy services and therapy to survivors of all ages, of sexual assault and their loved ones. This includes:

- To perform trauma-informed crisis intervention, including legal, medical, personal advocacy and outreach. After completing the initial trauma and advocacies training, Counselor/Advocates are expected to keep up on skills with ongoing advocacy training
- To provide comprehensive case management as needed including acting as advocate (not just "referring") to obtain all basic needs. Must provide or provide access for job training skills, employment skills, alcohol and drug counseling, parenting skills as well as provide therapy. Must have thorough understanding of all community resources and be proficient at using the iCarol 211 health and human resources database. Must facilitate engagement of community and agencies, on

behalf of the client, in providing a positive, coordinated response to victim needs.

- To answer calls, provide outreach and all advocacies for 24-hour periods when on call. Must be flexible, accommodating and collaborative in scheduling to assure that the Program always has a SAC/A available 24 hours, 7 days a week, 365 days a year. One month notice on vacation time is requested to accommodate changes in scheduling. On call duties require supervision of and quick response for crisis line workers. All crisis calls relevant to sexual assault, past or current are the responsibility of the SAC/A on call. Back-up help is provided with the ultimate responsibility for back up coordination and response belonging to the Program Director.
- Follow up is required for all clients. A .5 FTE (half-time) position is responsible for ten (10) to fourteen (14) 24 hour on call shifts per months.
- To provide ongoing and brief intervention counseling and therapy based on Trauma Recovery Counseling models specific to the trauma of sexual assault. May provide, or arrange for provision, of DBT, CBT, EMDR, evidence based Body Work, when agreed upon or requested by client. Children's sexual assault trauma counseling will include play and art therapies and sessions should be scheduled in such a way to not be confined to a counseling room whenever possible.
- To provide family counseling and skill building family interventions. Additional training will be provided.
- To collaborate, advocate and coordinate effectively with disciplines involved with client. This position is responsible for being current on the current status on all multidisciplinary protocols pertaining to sexual assault. Program Director will provide the documentation and updates.
- To provide consultation on impact and symptomology of sexual trauma upon request to secondary victims and concerned individuals, systems and community agencies and practitioners working with victims of sexual assault/abuse. Client confidentiality must be maintained in all circumstances except for imminent harm to self or others or harm of child.
- To stay updated on entering client data in multiple data systems including OMS, Avid, and iCarol, preferably on the same day as the activity.
- To assist with statistical and reporting tasks as needed and in a timely fashion.
- Collaboratively accept supervision and work assignments from Directors as needed.
- To meet, in multiple locations, with between 10-14 counseling clients (per half time, .5 FTE) per week to provide trauma recovery counseling and advocacy services.
- To co-facilitate groups and help provide counseling support for group members.

POSITION REPORTS TO: SACC Program Director. Clinical supervision provided, if needed for licensing hours.

HIRING SIGN-IN INFORMATION

_____ was hired on _____ to work _____ time under this job description

Starting salary _____/year, or _____/pay period (alternate Wednesdays)

Signatures signify that program and agency policies and procedures were made available/discussed with the new employee.

Copies of the job description signed by the hiring supervisor and the employee will serve as the letter of employment to the employee and the personnel file. This JD will be a basis for end of probation evaluation. Probation can be extended if all duties stated here are not yet mastered

Background check was performed on _____, by _____

READ and SIGNED by: _____
Employee Date

DISCUSSED by: _____
Hiring staff person Date

End of probation to be evaluated after _____