

## JOB DESCRIPTION

### COUNSELING CENTER COUNSELOR

**DEPARTMENT:** Counseling Center  
**REPORTS TO:** Counseling Center Coordinator  
**HOURS/STATUS:** Full Time/Non-Exempt

Willow Domestic Violence Center is a dynamic and collaborative work environment comprised of dedicated and supportive professionals who care about making our community a better place. Every day we have an impact on the lives of families. Join our team to help fulfill our vision of a community free from domestic violence, where healthy relationships thrive.

### JOB SUMMARY

The Counseling Center Counselor is a key member of the Willow Domestic Violence Center team, embracing the values of Willow (Respect, Survivor-Centered, Inclusion, Trust and Collaboration) The Counseling Center Counselor will provide a safe, welcoming and professional experience for people using Willow services. The Counselor will partner with clients on their journey and provide trauma informed counseling, solution-focused options and safety planning. The candidate will facilitate community groups weekly, and act as a resource for the community members and partner agencies.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

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#### COUNSELING AND CLIENT SERVICES

- Provide solution-focused trauma-informed counseling to survivors of domestic violence.
- Facilitate the Counseling Center intake process for new referrals to the program.
- Facilitate weekly support and educational groups for survivors of domestic violence using evidence based models to assist clients through their journey to heal.
- Provide support to program volunteers and interns, as needed.
- Partner with clients in safety planning as it pertains to their own vision of safety
- Stay current on community resources to assist clients with housing, food, transportation and safety.
- Advocate for clients on issues pertaining to domestic abuse and make appropriate referrals (i.e. legal, financial, housing, health).
- Ability to oversee staff and supervise interns – this language needs to be including under the essential duties and responsibilities

#### DOCUMENTATION AND REPORTING

- Prepare all appropriate documentation as required by funding agencies in adherence with their guidelines.
- Prepare necessary monthly Counseling Center reports and documentation as required by funding sources in a timely and accurate manner.
- Prepare and submit any necessary internal agency documentation to appropriate department.

#### OTHER DUTIES AS ASSIGNED

- Assist the Hotline when needed — providing crisis and supportive counseling, information, referrals, and safety planning over the telephone.
- Participate in all Counseling Center and agency meetings and trainings.
- Attend community training and conferences to enhance knowledge of domestic violence and impacts of abuse.
- Provide client transportation to and from valid appointments when needed.
- Participate in community meetings as required.
- Document all hotline calls following the agency's procedures.
- Complete all job functions ethically and in a culturally competent manner.
- Other duties as may be assigned.

## REQUIREMENTS

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### EDUCATION

- Master's Degree in social work or mental health counseling required
- License masters social worker preferred

### EXPERIENCE AND/OR TRAINING

- A minimum of one-year experience in individual and group counseling.
- A minimum of one-year supervisory experience.
- One year experience in domestic violence, sexual assault and/or trauma and crisis work.

### QUALIFICATIONS

- Leadership skills
- Bilingual English/Spanish preferred
- Excellent written/oral communication and computer skills (Microsoft Office suite, including Excel) required.
- Ability to work with multiple agencies and systems in a professional manner.
- Solid understanding of confidentiality and ability to utilize appropriate discretion.
- Adaptable and flexible.
- Available to work nights and weekends.

### LISENCES/ CERTIFICATES

- Valid driver's license
- Proof of Auto Insurance

### TECHNOLOGY/ EQUIPMENT

- Access to dependable personal vehicle
- Microsoft Office Suite

### PHYSICAL DEMANDS AND WORK ENVIORNMENT

- Occasional nights or weekends required for community outreach events.
- Must be able to lift/carry presentation materials up to 30 lbs.
- Must be able to safely operate a motor vehicle.
- Must be able to operate controls for audio/video and computer equipment.
- Employee may be required to share an office space.