

Domestic Abuse & Sexual Assault Crisis Center (DASACC) Job Description

TITLE: Mobile Counselor

REPORTING FUNCTION: Counseling and Residential Assistant Director

DESCRIPTION: The mobile counselor is responsible for providing confidential counseling to those identifying as a victim/survivor of domestic violence.

DUTIES:

Administration

1. Keep up to date on all issues that affect domestic violence including funding trends, legislation, training and best practices.
2. Maintain up-to-date documentation in database system and ensure that client files are maintained according to agency standards.
3. Complete required reports including monthly board reports and grant reports.
4. Recommend job manual updates.
5. Attend weekly individual and group supervision.
6. Attend all staff meetings, agency trainings, and outreach and awareness events.
7. Act consistently with agency's philosophy and expectations.
8. Perform all other related duties as required.

Counseling

1. Complete intakes and maintain a full caseload of clients at various locations as assigned by supervisor.
2. Facilitate a domestic violence support group quarterly.
3. Provide or coordinate emergency crisis intervention counseling when necessary.

Training and Programming

1. Identify and develop programming based on client needs.
2. Present to new staff/volunteers portions relating to job function of DASACC's mandated 60-hour staff/volunteer training.

Community Relations

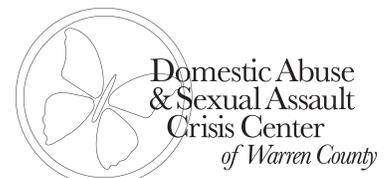
Under the direction of your supervisor:

1. Attend community and state-level peer support meetings.
2. Interface with other agencies and network to resolve issues.
3. Represent the agency and participate in speaking engagements.

Other

1. Complete sixty-hour victim counselor privilege training within first six months of employment.
2. On call for SART at least four weekends per year.
3. Work Wardrobe of Hope once per year.

MINIMUM QUALIFICATIONS:



1. Master's degree in human service field, LSW or LAC required, LCSW or LPC preferred.
2. Commitment to the anti-violence movement and cultural competency.
3. Skilled in critical thinking, written and verbal communications, problem-solving, and advocacy.
4. Adaptable to a changing environment, collaborative, and reliable.
5. Computer literacy and comfort with database system and reporting.
6. Valid NJ driver's license.