

Job Description

Children's Counselor

Reports to:	Program Manager
Department:	Sexual Assault Program
Supervises:	Not Applicable
Employment Status:	Full-Time
FLSA Status:	Exempt

Position Summary

Servicing Lee and Whiteside counties, the Child Counselor works as a member of the Sexual Assault Program to provide victim-centered counseling and advocacy for sexually abused children and adults who are in-shelter and in the community. The position also provides crisis intervention, information and support to sexual assault survivors during medical treatment and law enforcement processes. This position requires the use of independent judgement in all service-related responsibilities. S/he will maintain the highest degree of confidentiality associated with performing the duties of this function. The Child Counselor will also maintain, at all times, a commitment to quality client service on behalf of the YWCA Sauk Valley. The Child Counselor is not a lawyer or medical professional and does not provide legal or medical advice to clients.

Primary Job Responsibilities include, but are not limited to:

Administration

- Documents all client contact, advocacy, referrals, and community contacts according to internal and external documenting requirements, from initial contact to the final court decision. This includes documenting all contact and advocacy efforts to comply with reporting requirements of external donors and funders:
- Publicizes sexual assault program, in consultation with Sexual Program Manager:
- Develops articles for publication in media coverage, such as a YWCA quarterly newsletter, in conjunction with program staff.

Program Development & Implementation

- Develops and implements professional trainings for law enforcement, schools, state's attorneys, medical, and social services providers.

Direct Service

- Provides crisis intervention and counseling to child and adult victims of sexual abuse, demonstrating familiarity with Rape Trauma Syndrome, child sexual abuse, incest, and other related indicators of sexual abuse;
- Identifies, explains, and clarifies legal and medical options available to victims;
- Refers victims, as necessary, to community agencies for additional services;
- Provides mandatory 24 hour on-call direct service (hotline and hospital) as part of a staff rotation.

Supervisory

- May provide clinical supervision to other Sexual Assault Program staff.

Additional Duties and Responsibilities:

- Some local and national travel may be required;
- Establishes and maintains effective working relationships with local schools and community organizations;
- Establishes and maintains effective working relationships with local law enforcement and criminal justice officials;
- Successful completion of 60 hours of mandatory in-house domestic violence and crisis intervention training, 60 hours of off-site child counselor training, and 20 hours of off-site adult counselor training;
- Other duties as assigned.

Minimum Qualifications:

- Bachelor's degree in crisis counseling, counseling, therapy, social work or psychology, or a license in counseling, therapy, psychology or social work;
- Internship/practicum experience working with children in a supervised setting or one (1) year volunteer/professional experience working with children;
- Knowledge of sexual violence prevention best practices and survivors support strategies;
- Excellent computer and technology skills;
- Excellent oral and written communications skills;
- Self-starter with excellent organizational skills;
- Ability to assess levels of emotional distress and respond accordingly;
- Ability to take initiative and work independently and as part of a team;
- Demonstrated ability to establish and maintain effective working relationships both internally and externally;
- Availability to work some evenings and weekends;
- A working telephone;
- Access to reliable transportation;
- A desire for continual personal and professional growth and development;
- Commitment to and support of the YWCA Mission.

Physical & Mental Demands:

The position requires sitting, standing, stooping, bending, walking, climbing, speaking and driving. The functions of this position are varied in nature and require the ability to make clear and concise presentations and to respond in an effective and appropriate manner during crisis.

The YWCA Sauk Valley provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status, or any classification protected by federal, state, or local laws.

*YWCA of the Sauk Valley is dedicated to **eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all.***

The information written in this job description indicates the general nature and level of the work to be performed. This job description is not designed to contain or be interpreted as totally comprehensive of every job duty, responsibility, or qualification required by an employee assigned to this position. While employed in this position, an employee may be required to perform other duties not listed in the description.

I acknowledge that I have read, understand and have received a copy of this Position Description:

Employee Signature

Date

Supervisor Signature

Date