

**HAYS-CALDWELL WOMEN'S CENTER  
POSITION: CHILDREN'S COUNSELOR II**

**GENERAL DESCRIPTION:** Utilize skills and knowledge gained in providing individual and group counseling services to children at Roxanne's House. Plan, direct, organize and offer stability, consistency, self-esteem building and safety planning to child victims of child abuse. This is a full-time, non-exempt position.

**DUTIES AND RESPONSIBILITIES:**

**I. DIRECT CLIENT SERVICES**

- A. Provide an assessment of each child's individual, social and therapeutic needs.
- B. Provide individual counseling for Roxanne's House clients who are child victims of interpersonal violence.
- C. Provide court school for clients.
- D. Facilitate and/or coordinate group sessions for victims and/or non-offending family members of child abuse.
- E. Consult with parents/legal guardians of child clients as appropriate.
- F. Make appropriate referrals to CPS when required.
- G. Accompany clients to court as needed.
- H. Testify as fact and/or expert witness in CPS and/or criminal court as needed.
- I. Coordinate and/or provide legal advocacy and court accompaniment services to child survivors of sexual assault and physical abuse who are Roxanne's House clients.
- J. Develop and maintain good relations with law enforcement and criminal justice personnel in Hays and Caldwell counties.
- K. Provide services two nights per week.
- L. Supervise volunteers and interns as assigned by team leader.

**II. COMMUNITY IMPACT**

- A. Participate on a Town Team as assigned.
- B. Participate in providing community education and training.
- C. Participate on newsletter planning committee.
- D. Participate on the Child Abuse Awareness Month planning committee.
- E. Participate on the Multidisciplinary Team to provide a coordinated team response to child abuse.
- F. Attend multidisciplinary team meetings for counties in service area.
- G. Conduct training sessions with community professionals who require education about child abuse issues.

**III. PROGRAM SUPPORT SERVICES**

- A. Attend and participate in Roxanne's House Team and agency staff meetings as directed by team leader and/or agency leadership.
- B. Document all services provided in a timely manner using approved procedures.
- C. Perform job duties in accordance with approved agency policies and procedures.
- D. Ensure that all persons are treated in a manner consistent with the agency mission.

- E. Provide on-call services for Center including hospital response, crisis intervention and emergency transportation of clients as necessary to ensure 24-hour availability of quality services.
- F. Work with community members and agencies to develop resources for Roxanne's House clients.
- G. Assist Volunteer Coordinator in developing and implementing training for volunteers including Advocate Training.
- H. Work on coordinated agency efforts to increase the community's understanding of child abuse issues (such as Child Abuse Awareness Month).
- I. Participate in the development and implementation of coordinated strategic plans to meet the agency mission.
- J. Attend trainings approved by team leader to maintain proficiency.
- K. Perform other duties as assigned by team leader and/or agency leadership.

**SUPERVISED BY:** Roxanne's House Program Director

**QUALIFICATIONS:** Must be self-motivated, self-confident, results-oriented and maintain high moral and ethical standards. Must have an understanding of the dynamics of child abuse and other related issues. Must demonstrate knowledge of child development and dynamics of family relationships. Must demonstrate sensitivity to the needs of children and have experience in counseling children. Must have current counseling licensure recognized by the State of Texas (LPC, LPC-I, LMSW, LMFT). Licensed Master Social Worker or Licensed Professional Counselor preferred.

Ability to read, write and converse in English. Ability to read, write and converse in Spanish preferred. Ability to remain calm under stress and have the emotional and physical stamina to deal with a variety of stressful situations. Ability to multi-task, respond to telephones, written correspondence, and other auditory and visual stimulation. Must be able to tolerate sitting or standing. Must be capable of using computers, telephones, cell phones, shredders, and facsimile machines. Must possess a current Texas driver's license and have a clean driving record.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as exhaustive of all responsibilities, duties and skills required for the position.*

**ACKNOWLEDGEMENTS:**

Applicant/Incumbent: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved 10/1/2016