

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

GENERAL DESCRIPTION: Provides individual and group counseling services to child witnesses of family violence as well as parent consultations. Oversees all childcare services in the Counseling and Resource Program as well as provide childcare when available. This is a full-time, non-exempt position.

DUTIES AND RESPONSIBILITIES:

I. DIRECT CLIENT SERVICES

- A. Provide individual counseling for non-resident child witnesses of interpersonal violence and for young adult victims as needed.
- B. Coordinate and/or facilitate groups for children during adult non-resident group times.
- C. Arrange and/or provide childcare when necessary.
- D. Consult with parents/legal guardians of child clients as appropriate.
- E. Provide services two nights per week.
- F. 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 the Domestic Violence Awareness Month planning committee.
- D. Participate on Newsletter planning committee.

III. PROGRAM SUPPORT SERVICES

- A. Attend and participate in Counseling and Resource 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 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 interpersonal violence issues.
- 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: Counseling and Resource 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 interpersonal violence and other related issues. Must have current counseling licensure recognized by the State of Texas (LPC, LPCI, LMSW, LCSW, LMFT).

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