



Position Description Sexual Assault Counselor

Position Summary: *Responsible for service delivery to victims who have experienced or been affected by Sexual Abuse to aid in the individuals healing and recovery from the trauma.*

Qualifications

- Licensed professional (LMSW, LCSW, LPC or LMFT)
- Preferred experience in social services and or mental health
- Bilingual preferred

Duties

Client Services

- Provide access to services either face to face or through telephone in response to our 24-hour crisis line and walk ins.
- Provide intake sessions assessing individual's eligibility for services.
- Provide direct service and on call coverage to the agency as needed to ensure 24-hour availability of services.
- Respond to Sexual Assault Exam calls.
- Use crisis intervention, advocacy, and peer support techniques to facilitate recovery from assault and decrease the effects of experienced trauma,
- Provide information and referrals to clients to assist in access to community, medical, legal, and employment, clothing, legal information, and assistance in the civil and criminal justice system to include information on obtaining crime victim compensation benefits and protective orders, SAVNS, and victim impact statements and panels.
- Provide personal accompaniment for clients to court, medical exams, and other community resources.
- Provide therapeutic environment either individually or in a group setting to facilitate growth and healing.

Program Responsibilities

- Maintain client service logs, client intakes and paperwork, and hotline documentation for agency and grant funders.
- Attend meetings and trainings pertinent to job performance.
- Evaluate and modify service delivery to ensure sexual abuse victims' needs are being met.
- Participate in the development of specific plans and goals to accomplish service needs and develop written materials, as needed, to enhance client's knowledge and awareness of Sexual Abuse dynamics.
- Participate in the ongoing case management of Sexual Assault clients to include action planning, evaluating client progress, and working with clients to identify needed resources and/or options to heal from abuse

Community Education and Collaboration:

- Identify unreached populations and develop plans of action to inform them of services and make services available for sexual assault survivors.
- Participate in Sexual Assault Response Teams in counties, work with local law enforcement, judicial agencies, hospitals, and child advocacy center to develop and maintain service optimum services for sexual assault survivors.
- Lead trainings with community agencies and individuals to enhance knowledge of sexual assault, as well as the special needs of this client group. Provide training on best practices in service delivery to sexual abuse survivors.
- Provide public education in the community to increase awareness of how to access services and what services are available including information about sexual assault.

- Develop written materials, as needed, to enhance knowledge and awareness of Sexual Abuse dynamics.

Additional Job Duties

- All other duties as assigned
- Data entry as related to position

Personal Skills:

- Ability to communicate needs and provide input to services related to sexual assault.
- Ability to remain calm and make decisions effectively while coping with crisis situations.
- Ability to understand and comply with confidentiality policies.
- Ability to handle multiple tasks and prioritize workload.
- Requires good verbal and written communication skills.
- Must have emotional/physical stamina to deal with prolonged crisis situations.
- Ability to work independently without supervision.
- Ability to be flexible and change duties with short notice as needed.
- Adopt and practice the agency model of open, honest, and ethical communication and communicate effectively with clients and other staff members.
- Maintain an understanding of appropriate boundaries and relationships with both clients and staff.
- Must have reliable transportation and current auto insurance as required by the State of Texas.

Physical/Sensory:

- Ability to walk, stand, kneel, push, stoop, reach above the shoulder, bend repeatedly, grasp, pull, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift, and carry under 45 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- Conditions include working closely with others, working alone, working while children are playing close by, working protracted or irregular hours.

Supervisor: Client Services Director
Work Schedule: Flexible Monday through Friday and on call duty (some weekends and holidays required)
 Schedules are subject to change to meet the needs of the agency
Location: Outreach Facilities in Polk, Trinity, and San Jacinto Counties
Status: Non-exempt, Full-time

***This position is made possible fully or in part by existing grant funding; continued employment and salary could be contingent on funding renewal with applicable grants. ***

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.

 Staff

 Date

 Supervisor

 Date