

COMMUNITY CRISIS CENTER
Job Description
Children's Counselor

JOB SUMMARY: Provide counseling and support services to children and their mothers who are victims of domestic violence. Primary focus is to identify emotional, developmental and psychological needs of the children and their mothers in order to create a service plan and special services to meet these needs. As a member of the Children's Program team, be willing to help create a Children's Program that is innovative, presents "best practices" approach, is well-structured and focused on meeting the needs of the child client.

JOB DUTIES AND RESPONSIBILITIES:

1. Assess and evaluate the counseling needs of resident and walk-in child clients.
2. Conduct assessment interviews with child and mother.
3. Provide individual and group counseling services to child residents and walk-ins.
4. Research innovative and creative ways of working with child witnesses of domestic violence.
5. Plan and implement individual service plans - including advocacy, individual counseling, and support group sessions.
6. Plan and implement family counseling sessions that include support, education and family activities.
7. Explore, identify, and implement locations and programs for off-site counseling for child witnesses of domestic violence and their mothers.
8. Prepare proper documentation for services provided.
9. Maintain accurate records and statistics as required.
10. Establish and maintain working relationships with community agencies related to children's services, creating collaborations when appropriate.
11. Attend staff meetings as designated unless the Executive Director waives this requirement.
12. Attend weekly children's program staff meetings.
13. Perform other duties as assigned.

JOB RELATIONSHIPS:

1. Supervised by the Children's Services Program Coordinator.
2. Work with all agency employees, volunteers, and interns.

ESSENTIAL JOB REQUIREMENTS:

1. Education – must have a Master's Degree in Counseling or Social Work.
2. Experience – prefer a minimum of three years experience in social services for children.
3. Training – upon employment will receive a minimum of forty (40) hours of specialized training in the area of domestic violence and forty (40) hours of specialized training in sexual assault. Additional training specific to CCC Children's Program will be provided after hire.
4. Technical skills – must have knowledge of child growth and development, parenting skills and group facilitation knowledge; good verbal and written communication skills; good listening skills; must be able to prioritize responsibilities; must display an empathetic understanding of a diverse population of clients; must have knowledge of area services for clients; and must have basic computer skills.
5. Social Skills – ability to function independently with a minimum of supervision; must be able to respond appropriately in emergency situations; must demonstrate flexibility and teamwork capacity within the agency. Must also demonstrate courtesy and respect towards all fellow employees, interns, volunteers, visitors, and clients.
6. Physical Requirements – must have visual and auditory acuity; must have the ability to lift up to thirty (30) pounds; must be able to read; must be able to enter information into client files.
7. Transportation Requirements – must be willing and able to travel throughout the area; if employee uses a privately-owned vehicle, must provide proof of current automobile insurance coverage and annual renewal documentation thereafter.
7. Attendance – must maintain an acceptable attendance record.

SPECIAL CONDITIONS:

1. Must maintain confidentiality of services.
2. Must be able to operate the children's program equipment.

STAFF MEETING REQUIREMENT:

1. General Meeting
2. Clinical Meeting
3. In services as applicable
4. Professional Development is encouraged