

Job Description – Domestic Violence Counselor

Hired By: Executive Director

Reports To: Illinois Program Director

FLSA Status: FT, Exempt

General Role Description

The Domestic Violence Counselor is responsible for providing information and support to victims of domestic violence, child witnesses of domestic violence ages four and older, and their non-offending significant others. The counselor will provide telephone crisis intervention, individual, family, and group sessions. The Counselor will coordinate services with other agency staff and community resources, network with other community service agencies, and provide professional trainings when necessary. The Counselor will receive direct clinical supervision from the clinical director and case consultation with contracted professional consultants as needed.

Duties and Responsibilities

- ❖ Provide individuals with client-centered counseling for survivors of domestic violence and their non-offending significant others.
- ❖ Determine the appropriateness of clients for the agency's services and make referrals when their services are beyond the scope of the agency's expertise.
- ❖ Provide counseling in school settings or other confidential spaces and travel to/from schools to provide these services
- ❖ Offer & provide off-site services, transportation of clients (domestic violence victims), and/or transportation assistance to ensure meaningful access to services
- ❖ Provide family and group counseling to survivors and their non-offending significant others when necessary.
- ❖ Provide individual/personal advocacy and/or significant other consultation as needed.
- ❖ Maintain accurate records on intake, individual, family, and group counseling sessions, consistent with IDHS and ICADV standards and requirements, and agency policy and procedures.
- ❖ Assist clients with safety planning
- ❖ Provide access/referrals to safe housing options
- ❖ Compile monthly statistics and prepare monthly reports as required for direct services performed by position.
- ❖ Identify and report child abuse cases to DCFS/DHS and law enforcement as mandated.
- ❖ Develop and maintain a positive working relationship with DCFS/DHS and law enforcement agencies, specifically aimed at increasing referrals and expanding transportation options for victims within their counties.
- ❖ Network with other community and state agencies and coalitions providing services related to domestic violence and refer when necessary.
- ❖ Actively participate in clinical supervision and consultation staffing.

- ❖ Assist in the planning and implementation of in-services, professional trainings and volunteer trainings.
- ❖ Speak to community groups, business, professional, and religious organizations on issues related to sexual violence as needed.
- ❖ Provide telephone crisis intervention in cooperation with other staff.
- ❖ Attend professional trainings outside the agency as requested.
- ❖ Assist in all domestic violence services offered when needed such as assistance with orders of protection and other legal advocacy responsibilities
- ❖ Maintain annual continuing education per ICADV and IDHS counseling standards.
- ❖ Assist clinical director in updating evaluative tools for clients and counselors.
- ❖ Support center and agency fundraising activities, awareness activities, and assist with on-call schedule when needed.
- ❖ Perform other duties as may be assigned by the Executive Director and Illinois Program Director

General Requirements

- ❖ Master's Degree in social work, counseling, or related human service field.
- ❖ Experience in the field of domestic violence.
- ❖ Knowledge of play therapy principles.
- ❖ Ability to maintain accurate client records.
- ❖ Excellent interpersonal, verbal, and written skills.
- ❖ Leadership ability for public speaking, victim advocate training, and in-service training.
- ❖ Ability to work flexible hours and to travel locally and in-state.
- ❖ Must have valid driver's license and insured transportation.
- ❖ Must complete 40-hour domestic violence training and cross-training requirements for sexual assault training to meet legal requirements.
- ❖ Ability to work both independently and as part of a team.
- ❖ Commitment to the philosophy and program of Riverview Center which includes helping to create a society free from violence.

I _____ have read the job description for **Counselor** and understand the responsibilities of this position.

Signature of Employee

Signature of Executive Director

Date

Date